

Rogers Foods

<https://rogersfoods.com/job/transportation-inventory-assistant>

Transportation & Inventory Assistant

Description

The Transportation & Inventory Assistant provides administrative and clerical support required by the Transportation Department and assists with the Armstrong Division inventory, ensuring continuity and completeness of daily work priorities, in an efficient, accurate and confidential manner. The incumbent will recommend improvements in procedures and practices relative to the department and refer matters of concern or of a sensitive nature to immediate or appropriate supervisor/manager.

Qualifications

- Grade 12 education.
- Successful completion of an appropriate post-secondary business program and/or equivalent combination of training and experience.
- 2 – 3 years' experience in a responsible administrative and inventory support position.
- Demonstrated proficiency with currently used software and Microsoft Office programs.
- Ability to work both independently and with a team.

Responsibilities

- Ensures all transportation paperwork (i.e., freight invoices) are reviewed, completed accurately and promptly forwarded to accounting for processing.
- Completion of transportation customs documentation for cross border shipments as needed.
- Works with the order desk and warehouse to ensure efficient fulfillment of sales orders.
- Completes Transfer orders (BLs) for product transfers as needed.
- Generates work for warehouse orders on outgoing loads.
- Data entry support to supervisors for missed or incorrect data in D365.
- Processes sales and inventory adjustments as requested.
- Undertakes research, compilation of statistics and/or develops reports in response to requests.
- Prepares designs and formats divisional correspondence, reports, and material.
- Maintains appropriate filing and bring forward systems.
- Follows Good Manufacturing Processes (GMPs) while performing job duties and tasks.
- Provides administrative support to the Production and Warehouse Departments and other areas of the division as required and available.

Hiring organization

Rogers Foods Ltd

Employment Type

Full-time

Industry

Manufacturing

Job Location

4420 Larkin Cross Road, V0E1B6,
Armstrong, BC, Canada

Working Hours

40 hours per week

Base Salary

\$ 57,000.00

Date posted

January 21, 2025