



## **JOB POSTING**

**Position:** Equipment Control and Administration

Person required for busy container depot located in Delta. Must be motivated and work well in a team environment.

**Nature of Position:**

- Working in the office performing the following duties:
  - Yard Operations Administration
    - Coordinating the movement of trucks and machines throughout our site
    - Updating our system with information related to IN coming and OUT going containers and equipment status changes
    - Radio communication with operations staff and truck drivers
    - Processing trucker's transactions
  - Customer Service
    - Addressing customer / trucker queries via phone and email
  - Miscellaneous Duties
    - Data entry
    - Filing
    - Miscellaneous administrative duties

**Qualifying requirements:**

- Excellent English written and verbal communication skills
- Proficient MS Office user (Outlook, Word and Excel)
- Attention to detail
- Ability to multi-task and work in a fast paced environment

**Selection Process:**

- Only short listed candidates will be contacted

**Remarks:**

- Excellent benefit package
- Email resume along with wage expectations to [delcohr@delcocontainer.com](mailto:delcohr@delcocontainer.com)