



JOB POSTING

Date: July 10, 2017

Position: Full Time Equipment Control Administrator

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

Nature of Position:

- Working in the dispatch office performing the following duties:
 - Yard Operations Administration
 - Orderly internal dispatch of trucks and machines through out our site
 - Receiving and entering information for IN coming containers
 - Receiving and entering information for OUT going containers
 - Customer Service
 - Addressing customer / trucker queries via phone and email
 - Miscellaneous Duties
 - Data entry
 - Filing
 - Break and vacation coverage
 - Miscellaneous administrative duties

Qualifying requirements:

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

Selection Process:

- Only short listed candidates will be contacted

Deadline to apply: July 17, 2017

- Email resume along with wage expectations to delcohr@delcocontainer.com

Delco Management