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www.cratexcontainer.com

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Company Information:

We are a busy container sales and rental company in Delta, BC. We sell, rent, repair and modify containers. Our helpful service includes providing customers and prospective customers with sound, solid advice about their container options.

Job Description:

Logistics Administration Coordinator- The successful candidate will be responsible for a wide range of administrative and logistics duties. Specific duties include:

- First point of contact for clients
- Maintain inventory database
- Process invoices for both rentals and sales
- Updating of trucking rates and contacts
- Logistics, coordinating the delivery and pick up of containers
- Support sales staff with container rentals
- Process payments and credit applications
- Accounts receivables & collections
- Process sales orders provided by sales staff
- Duty drawback processing
- Prepare newsletters on a quarterly basis

Basic Requirements:

- Excellent English written and communication skills
- Ability to multi-task and work in a fast paced environment
- Proficient MS Office user (Outlook, Word and Excel)
- Ability to effectively handle multiple projects and timelines.

Preferred Requirements:

- Post secondary education and or work experience in transportation logistics an asset
- Bookkeeping experience

Submit your resume along with salary expectations to delcohr@delcocontainer.com