



JOB POSTING

Position: Operations dispatch and Admin.

Person required for busy shipping container depot located in Delta. We are an integral part of the transportation supply chain. We service emptied import containers for Steamship Lines and prepare them for the next export load.

We are looking for a positive, energetic and organized team player to join our group.

Nature of Position:

- Working in the office performing the following duties:
 - Yard Administration
 - Internal dispatch of trucks and machines throughout our site
 - Updating our in house computer system with information related to IN coming and OUT going containers
 - 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:

- Training provided
- Full Time position (Monday to Friday)
- Excellent benefit package (including dental, medical, disability, life insurance, RRSP, etc.)
- Email resume along with wage expectations to delcohr@delcocontainer.com