



JOB OPPORTUNITY

Distribution and shipping dispatcher

DEPARTMENT: Shipping and Distribution
LOCATION: Baie-D'Urfé
STATUS: Permanent, full-time
POSTED: June 16, 2021

WHO WE ARE

La Fédération des coopératives du Nouveau-Québec is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision "Atautsikut" Together – working to develop as a people, leaving none behind.

SUMMARY

Under the supervision of the Manager, you will be responsible for coordinating all logistics in both buildings regarding the reception and shipment of goods sent by ground transportation. You will have to plan and control pickups and deliveries as well as organize schedules and trips.

RESPONSIBILITIES

- Collaborate with the Manager, Assistant Manager, as well as the Team Leaders to schedule shipping and pick up appointments;
- Maintain an up-to-date contact list of suppliers and their telephone numbers;
- Respond to calls from suppliers in order to provide them an appointment and a confirmation number;
- Call back the suppliers who did not show up to schedule a new appointment;
- Maintain a public calendar with the time slots for all scheduled appointments;
- Update the finalized appointments as well as the associated PO numbers in the public file;
- Indicate the reception numbers in the public file when they are in process;
- Track shipments with Air Inuit and Canadian North via Montreal in the Excel file;
- Manage the CPC, PECO and CHEP pallets for all receptions and pick-ups;
- Notify the supervisors if the reception of goods seems too high for the space in the warehouses;
- Follow up on merchandise being returned to suppliers;
- Pack products and hazardous materials to be shipped according to established policies;
- Complete loading notes, other shipping and transport documents for hazardous products;
- Contact the employee or the specific department, when applicable, when receiving deliveries;
- Help the distribution and parts clerks in the dead period (less busy).
- Prepare the daily mail;
- Any other related tasks requested by the immediate supervisor.

REQUIREMENTS

- High school diploma or equivalent experience;
- Training in the transport of dangerous goods by air and road (TDG);
- 2 years' experience in a similar position in a warehouse and transportation setting;
- Good knowledge of Microsoft Office (Outlook and Excel);
- Knowledge of the Tecsys system (is an asset);
- Excellent knowledge of the laws concerning the transportation of dangerous goods;
- Able to communicate in French and English, both verbally and written;



JOB OPPORTUNITY

REQUIREMENTS (con'd)

- Ability to persevere and work under pressure;
- Good aptitude for teamwork;
- Good sense of organization, responsible, punctual, and dynamic;
- Excellent customer service skills.

WORK CONDITIONS

- Monday to Friday, 40 hours per week;
- Be available to answer calls outside regular working hours.

Candidates who are interested may send their resumes to fcng.recrutement@fcng.ca.

We thank all applicants for their interest. However, only those under consideration will be contacted.