

# SHIPPING & RECEIVING COORDINATOR

*You're a Shipping & Receiving Coordinator, seeking work in an organization that will allow you to put your problem solving skills to the test.*

One that offers challenge and growth, and the opportunity to embrace both strategic thinking and tactical execution. A company where you can make an impact, and be recognized as a valuable team member.

Eagle's Flight is that organization, and we're looking for a motivated Shipping & Receiving Coordinator, who can utilize their strong attention to detail and problem-solving skills to support our Production team.



The Shipping & Receiving Coordinator will be responsible for the preparation, shipping, and receiving of Eagle's Flight training program materials in accordance with company procedures and quality standards.

The successful incumbent must be detail oriented, possess strong problem-solving and interpersonal skills, and have excellent organization and time management skills.

This is a maternity leave contract position for 15 months.

*Sound like you? If so, find more details on the following page.*

## In This Role You Will:

- Coordinate the flow of inbound and outbound shipments, while staying abreast of daily priorities and weekly transportation targets
- Verify, troubleshoot, and clear any customs delays that may arise for a given shipment
- Coordinate, track, and trace shipments daily
- Effectively and efficiently respond to internal and external client inquiries; resolving any conflicts or problems that may arise
- Manage daily shipping schedules for Eagle's Flight programs
- Receive return shipments, quality check return shipments, and re-shelve reusable inventory
- Support other team members when required through preparatory work and packing of programs
- Quality control programs being shipped and returned
- Work with interdepartmental teams to ensure clarity and accuracy of shipments.
- Maintain an organized and clean working environment
- Provide exceptional customer service with a customer centric mindset

## You Must Have:

- The ability to react quickly and efficiently in a fast-paced environment and handle pressure well
- Strong problem-solving skills
- Excellent organizational and time management skills with a detail-oriented mindset
- The ability to prioritize the day effectively, meet deadlines, and multitask
- The ability to work independently, but also as a team player
- The ability to lift up to 60 pounds
- Initiative in a fast-paced pressure environment
- Enthusiasm and a positive attitude
- Solid written and verbal communication skills
- Previous experience in shipping/receiving

Closing date: January 18, 2019

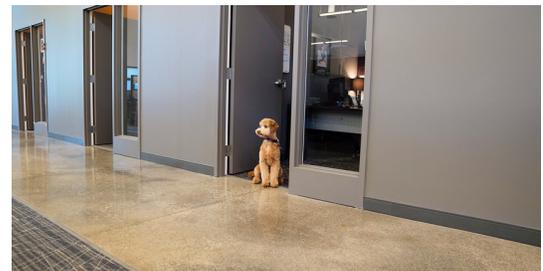
Start Date: Immediately

# About the Team You'll Be Joining

*Exceptional Service · Absolute Quality · Genuine Friendliness  
· Leadership Excellence · Ethical Profit*

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit team that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

Eagle's Flight employees who demonstrate high performance and commitment have the opportunity for career development and advancement within our team.



## If this sounds like you, we'd love to hear from you!

To apply, please send the following **three things**:

1. Cover letter
2. Résumé
3. 1-2 minute video telling us about yourself **AND** why you want to join the Eagle's Flight team

Applications can be sent to [comesoarwithus@eaglesflight.com](mailto:comesoarwithus@eaglesflight.com). Please include **Shipping & Receiving Coordinator** in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.