



## Job Posting

**POSITION:** Warehouse Coordinator (Saturday and Sunday 8am-8pm)

**DEPARTMENT:** Warehouse

**LOCATION:** Mississauga Factory

**REPORTS TO:** Warehouse Manager

### PRIMARY PURPOSE:

The successful candidate will be responsible for coordinating the flow of information & documentation and provide support to the shift supervisors to ensure accurate shipping and receiving. The schedule for this position will be Saturday and Sundays from 8:00am to 8:00pm.

### MAJOR RESPONSIBILITIES:

- Verifies and prepares all shipping and receiving documentation including confirming all shipments/backorders in the AS400 Order Entry System, posting DNS (do not ship) sheets daily, preparing pallet notes and entering the information into the pallet control system and checking the accuracy of documents.
- Schedules the picking of orders.
- Ensures that Warehouse operators receive a forklift safety check sheet
- Maintains daily log sheet of Warehouse Operator activities
- Provides administrative support for the warehouse by maintaining warehouse maintenance documentation and preparing and processing the paperwork for payment of invoices
- Take initiative and exercise timely and good judgment in day-to-day business decisions.
- Coordinates shunting services

### QUALIFICATIONS:

- Completion of a High School Diploma
- Experience working in a warehouse in an Unionized environment would be a definite asset
- Strong interpersonal and time management skills
- Highly organized with exceptional attention to detail with strong initiative, customer service focused attributes
- Excellent prioritization and communication skills
- Good computer skills
- Ability to multi-task and thrive in a fast paced environment

### NEXT STEPS:

Interested applicants should review their intentions with their immediate supervisor prior to submitting their resume. Applications may be forwarded in confidence either by mail to the attention of **Krupa Laloo**, via e-mail to [krupa.laloo@purina.nestle.com](mailto:krupa.laloo@purina.nestle.com) or sent via fax to 905-855-5712. The closing date for this posting is **November 25, 2010**

REFERRALS WELCOME!

**Posted:** November 11, 2010

**Remove:** November 25, 2010