

Materials Coordinator - Shipping

Job Description

Location

Airdrie, Alberta, Canada

Summary

Reporting to the Team Leader, Materials, the Materials Coordinator - Shipping will be expected to assist in all duties within the Materials department including the receiving, shipping, storing, issuing and handling of turbine parts and materials. This position requires the individual to be highly organized, have the ability to shift priorities at a moment's notice, work at a strong pace while producing and maintaining an extremely high level of quality.

Duties

The duties will include but will not be limited to the following:

- Coordinates all shipments from and all deliveries to internal and external customers, including all the associated administration and records.
- Prepare all logistics documentation, including customs and other export document, bills of lading.
- Expedite incoming and outbound loads and shipments, nationally as well as internationally.
- Receiving materials, ensuring the accurate maintenance of records, including goods inward inspection.
- Ensuring ISO processes are followed without exception.
- Checking accuracy of inventory, quality and quantity.
- Booking inventory items into and out of stores.
- Assisting the purchasing department in maintaining inventory levels.
- Assist in kitting whenever necessary.
- Moving and protecting of parts, within and outside the facility as necessary.
- Operating lifting mechanisms as necessary, including forklift.
- Performing cycle counts on inventory.
- Work within a tightly scheduled environment.
- Assisting inventory system specification, implementation and application.
- Work closely with purchasing to rectify any shipment discrepancies.
- Support the Finance department on supplier invoicing discrepancies.
- Approval of supplier payments on satisfactory receipt of goods.
- Handling of repaired, sensitive, high value re-worked turbine components.
- Increase knowledge of the HSE Policy and Manual and maintain a positive attitude towards the health and safety of myself and my coworkers.
- Take ownership of HSE issues and demonstrate enthusiasm and support for HSE.
- Other duties as directed by the Team Leader, Materials.

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Employee / team flexibility is of prime importance to TransCanada Turbines. It is important that all employees are willing and able to assist with any activity, at any time, as necessary to support the needs of a changing and demanding customer base in the gas turbine repair and overhaul business.

A valid class 5 driver license is required. The minimum training and/or educational requirement for this role is 5 – 10 years related experience or a combination of education and experience that allows the individual to adequately perform the role, determined by the Team Leader, Materials.