



## Shipper Clerk/Coordinator

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**Location:** Edmonton, AB

**Employment Type:** Fulltime

**Start Date:** Immediate

The Kraus Group is one of the largest integrated carpet and flooring manufacturers and distributors in North America with facilities throughout Canada and the USA and is currently recruiting for a Shipping Clerk/Coordinator to join our team in our Edmonton, AB warehouse.

### Job Purpose

Under the direction of the Operations Manager and in partnership with the warehouse and Customer Service teams, the Shipping Clerk/Coordinator performs a variety of duties to support the shipping department and freight forwarder to ensure on-time shipments. This position will be responsible for all aspects of the shipping function including the loading of the material, relieving inventory, generating shipping documents, customs documents (if required) and interacting with the customer.

### Duties and Responsibilities

- Process all required paperwork and maintain adequate records for reporting and tracking.
- Maintain filing of shipping documents.
- Prepare and schedule shipments as assigned.
- Create a daily shipment schedule.
- Schedule daily transportation needs with different carriers/couriers.
- Track shipments and verify receipts of shipments as required.
- Manage inventory of shipping materials and supplies.
- Create purchase requisitions and obtain approval prior to placing supply orders.
- Sort and distribute incoming shipments.
- Perform quality audits of the condition of shipped goods for both incoming and outgoing items prior to signing off.
- Report discrepancies to immediate supervisor.
- Ensure that shipments contain proper documentation and if multiple items per shipment, ensure item lists are complete.
- Problem solve for any cases of missing documents, shipments and deliveries.
- Maintain organized work area according to policies, procedures and safety regulations.
- Loading material properly and accurately to prevent damage and maximize space
- Operate a forklift safely and efficiently
- Support Health and Safety

### Qualifications

- 3+ years working in a customer facing Shipping/Receiving role.
- High school diploma or
- Online shipping, tracking and receiving experience.
- Working experience in Shipping and Receiving role preferred.



- Able to communicate both verbally and in writing.
- Knowledge of filling out waybills and bills of landing and international shipments.
- Ability to weigh and measure items.
- Working knowledge of safe packing methods.
- Demonstrated ability to operate material handling equipment including forklift truck.
- Able to work efficiently as a part of a team as well as independently.
- Computer literacy, including working skills of Microsoft Office, specifically Excel and e-mail.
- Attention to detail in all areas of work.
- Good organizational, time management and prioritizing skills.
- Strong work ethic and positive team attitude.

**Analytic Skills:** Ability to think objectively and interpret meaningful themes from quantitative and qualitative data. Ability to use logic to solve problems.

**Communication:** Can present ideas clearly to others. Can build strong relationships with a diverse group of business partners. Demonstrates strong listening, written and oral communication skills.

**Systems and Tools:** Proficiency in Microsoft Excel required. Have an aptitude to learn technical applications quickly. Experience with a strong ability to learn reporting/data warehousing tools.

**Machinery Operation:** Strong ability to operate a forklift in a safe and efficient manner. Ability to perform safety checks and identify potential safety hazards as it may relate to the forklift.

To Apply, please send your confidential application to [careers@krausflooring.com](mailto:careers@krausflooring.com).

Check out our website at [www.krausflooring.com](http://www.krausflooring.com)

*The Kraus Group of Companies embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation need known to Kraus. We welcome application from all qualified persons.*