

JOB DESCRIPTION

Position Title:	Shipping, Receiving & Inventory Coordinator
Department:	Operations
Reports To:	Procurement & Logistics Manager
Salary Grade:	\$24.00 - \$28.00 / hour
Effective Date:	June 2026

Job Summary

The Shipping, Receiving & Inventory Coordinator is responsible for ensuring the efficient flow of materials, supplies, and finished goods throughout the organization. This role manages all shipping and receiving activities, maintains accurate inventory records, supports procurement administration, and coordinates with production, quality, and other departments to ensure materials are available when needed. The Coordinator is responsible for verifying incoming shipments, preparing outgoing orders, conducting inventory counts, maintaining warehouse organization, and assisting with purchase order administration and vendor documentation. This position plays a key role in supporting operational efficiency, inventory accuracy, and compliance with company safety and quality standards.

Key Responsibilities

- Receive, inspect, and verify incoming shipments against purchase orders and delivery documents
- Safely unload materials and organize them in designated warehouse locations
- Prepare, pack, and label outgoing shipments in accordance with company and carrier requirements
- Operate material handling equipment (e.g., forklifts, pallet jacks) safely and efficiently
- Conduct routine inventory counts and assist with stock reconciliation
- Ensure compliance with company safety standards and warehouse procedures
- Draft POs for regular consumable and inventory for management approval, following up on delivery status with vendors.
- Manage vendor approval documentation
- Deliver Procurement items to appropriate team members
- Maintain accurate records of all shipments and inventory transactions
- Maintain cleanliness and organization of the shipping/receiving area
- Communicate with internal teams (production, procurement, quality) to strengthen departmental efficiencies
- Required to drive company rental truck for pickups and deliveries when needed.



Skills & Competencies

- Ability to lift loads of up to 20 kg frequently during the day
- Able to be properly fitted for and wear all required PPE including hard hat, safety vest, safety glasses, hard toed shoes and respirator as required to meet safety standards
- Ability to operate forklifts (certification is an asset)
- Intermediate proficiency in Microsoft Office (Excel, Word, Outlook)
- Effective multitasker who is well organized, has computer skills **and has an interest in biological processes and technology**
- Hard worker who enjoys a fast-paced environment and doesn't mind getting their hands dirty

Qualifications

- High school diploma or GED required
- Experience in shipping, receiving, or warehouse operations preferred
- Familiarity with shipping documentation (e.g. Bill of Lading, packing slips)
- Fluent in English, with good verbal and written communication skills
- Strong understanding of safety regulations and manufacturing best practices

Job Type:

Full-time (40 hours/week), permanent following 6-month probation

To apply for this position, please send your resume and cover letter to careers@oberlandag.com.

This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned to meet the ongoing needs of the organization.

