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Shipping Administrator – TERM Position Winnipeg, MB

Brett-Young Seeds Limited is a privately owned and trusted seed production, distribution, sales and marketing company with local roots since 1934 and a strong international reach. Our goal is to serve the needs of our customers by delivering world-class, differentiated products and market leading service. Based in Winnipeg, BrettYoung has locations throughout Western Canada and Ontario. We are currently seeking a dynamic individual to join our Logistics team in our Winnipeg facility.

Shipping Administrator-Term Position (March 2024 start to August 30th, 2025)

Key Accountabilities

- Completes the sales order/shipping process in the internal ERP system
- Prepares, verifies, records, and distributes inbound and outbound paperwork, including customs documentation
- Coordinates and traces shipments per customer and internal requests
- Acts in place of the Logistics Manager when required
- Performs verification checks on product being loaded or unloaded
- Assists with coordination of warehouse organization and housekeeping
- Receives small packages delivered by couriers

The ideal candidate will have a high level of attention to detail with the ability to create solutions to challenges in an expedient manner. Qualifications should also include strong relationship building skills for success with cross functional departments, excellent communication skills for both written and verbal and demonstrated flexibility in a fast-paced environment. A minimum of two years' experience in an equivalent role as well as knowledge of Microsoft Office applications is preferred.

Applicants must have reliable transportation as we are located outside of city limits. Located at the SW corner of the Perimeter Hwy and Hwy 330 (LaSalle turnoff)

In addition to the opportunity to join a team that values and celebrates everyone's contributions, BrettYoung Seeds is an organization that offers an attractive compensation package, an outstanding and comprehensive benefits package as well as a 6% accrual rate for vacation to start.

BrettYoung Seeds is an Equal Opportunity employer.

Interested applicants are invited to apply by submitting a letter of interest, salary expectations and a resume to;

Attention: Human Resources
Brett-Young Seeds Limited
Box 99 St. Norbert Postal Station
Winnipeg, MB R3V 1L5
Email: Human.Resources@brettyoung.ca