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Platinum
member

SHIPPING ADMINISTRATOR 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. BrettYoung is a proud member of the Canada's Best Managed Companies Platinum Club designation.

Key Accountabilities

- Completes the sales order/shipping transactions accurately within the internal ERP system
- Prepare, review, process, and distribute inbound and outbound documentation, including customs paperwork
- Coordinate shipments and monitor shipment status in response to customer and internal requests
- Performs verification checks on products during loading and unloading to ensure accuracy and condition
- Support warehouse organization, cleanliness, and general housekeeping standards
- Receive inbound courier deliveries and prepare outbound courier shipments
- Assist with cycle counts and inventory verification to maintain accurate product records

The successful candidate will be a self-starter with the ability to multitask and cope with changing priorities, be results oriented with the ability to work in a fast-paced environment. Qualifications should 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;

Brett-Young Seeds Limited
Email: Human.Resources@brettyoung.ca