



LOCAL DISPATCHER/WAREHOUSE MANAGER

Country Wide Moving and Storage is a top rated moving and storage service based in Saskatoon, SK. We have been in business over 75 years and are dedicated to servicing the transportation needs of corporations, governments, and individuals. We are a dynamic and growing company that is committed to customer loyalty through excellent quality service. For more information visit www.cwmoving.com

Country Wide Moving and Storage is currently seeking a **Local Dispatcher/Warehouse Manager** to join our team in Saskatoon, SK.

Responsibilities include but are not limited to:

- Assign, plan, and dispatch drivers/contractors
- Manage daily pickup and delivery schedules based on customer needs
- Update shipment tracking and maintain timely data integrity
- Assist with shipping, receiving, unloading, and loading trucks
- Operate forklift
- Keep an accurate inventory of materials
- Control all areas of shipment paperwork
- Keep warehouse clear of clutter, ensuring safety standards are maintained
- Maintain equipment, minor truck maintenance and reporting for local trucks; scheduling in repairs when required.
- Other duties assigned by management.

The successful candidate for this position will share the following knowledge, skills, and abilities:

Minimum Qualifications

- 1 year Dispatching or Warehouse Supervisory experience
- Driver's license is required
- Forklift certification is a mandatory expectation of this position. Existing certification is preferred, but the company will train if the desired candidates does not possess
- Ability to work well with a team, manage multiple tasks and meet tight deadlines in a fast paced, everchanging, high demand work environment

- Strong problem solving and project management skills
- Self-starter motivated by daily challenges
- Excellent organizational skills

Preferred Qualifications

- High School Diploma or Equivalent
- 3-5 years moving experience
- Basic computer skills and a working knowledge of Microsoft Office

Physical Requirements include

- Stand, walk on non-forgiving surfaces such as concrete, wood, metal
- Climb, balance, stoop, kneel, crouch, bend, twist, crawl and climb stairs;
- Occasionally lift, push, pull and/or move up to 75 pounds without mechanical aid;
- Specific vision abilities include close vision, depth perception, ability to adjust focus and accurately read written and computer generated information in English;
- Ability to work in extreme weather environments (both a climate-controlled warehouse and outdoors in all-weather environments and conditions)

Starting Salary will be \$38,000/year

Benefit plan available after three month waiting period