Shipping/Receiving Administrator (6 months Contract)

Emplacement(s)	Winnipeg, Manitoba — Canada
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Statut	Temporaire

Texte intégral de l’offre

Be the Driving Force Behind Canada's Grocery Supply!

Embark on a rewarding career with Sobeys Inc., celebrated among Canada’s Top 100 employers, where your talents contribute to our commitment to excellence and community impact.

Join our innovative, fast-paced distribution centres and help deliver essential products to over 1,600 stores. With flexible schedules and a strong commitment to health and safety, you’ll play a vital role in keeping Canadians stocked with what they need most.

Ready to Make an Impact?

The Administrator Shipping/Receiving Clerk provides administrative assistance and direct support to the Team Leaders. The clerk also provides indirect support to the Operations Team at the Retail Support Centre through commitment to accuracy, efficiency and exceptional customer service. Actively contributes toa positive and productive working environment.

Shift: 40 hours per week. Open availability is required, with start times typically between 2:00 p.m. and 4:00 p.m. This position primarily supports afternoon and weekend operations and requires flexibility based on operational needs.

Here’s where you’ll be focusing:

- Complete and release all scheduled orders out of EXE inventory program for selection
- Prepare trailer maps for loaders and validate loading process.
- Prepare and amalgamate load sheets
- Create Bills of Lading electronically or manually
- Respond to all Customer Service enquiries on a timely manner
- Distribute incoming mail to appropriate customers within their delivery guidelines.
- Work closely with Dispatch Team and Logistics to ensure that all delivery documentation is available for execution of on-time deliveries
- Answer and direct phone calls
- Direct all drivers coming into the building
- Pull purchase orders and sort by vendor and appointment
- Match and compare packing slips and bill of ladings to purchase orders
- Run receiving labels for purchase orders designated for receiving
- Verify and adjust purchase orders in EXE
- Close purchase orders once verification has been completed
- Add, change, and delete purchase orders from existing appointments
- Maintain positive relationships with drivers and staff
- Maintain a clean and safe work environment as per company requirements
- Work within team to identify opportunities for continuous improvement

• Perform all other duties as assigned

#RSCWEST

What you have to offer:

• Proficient use of Microsoft Office Suite

• Strong communication skills (both oral and written)

• Ability to motivate others

• Excellent time management skills

• Ability to work under pressure and meet strict deadlines

• Forklift certification or experience

• Experience with Workforce Management Systems

• A minimum of 1 to 2 years' experience in a similar role or in warehouse roles with increasing responsibility

Learn more about our story and culture:

Who We Are | Why Work With Us

Total Rewards

We offer a Total Rewards package designed to support teammates at work and in life. Depending on role and eligibility, teammates may receive health and dental benefits, retirement and savings programs including an Employee Share Ownership Plan, a 10% in-store discount at participating banners, virtual healthcare and an Employee and Family Assistance Program, learning and development opportunities, parental leave top-up, and paid vacation.

Sobeys is committed to providing a compensation structure that is flexible, equitable and competitive in the market to enable performance and growth. To learn more about this opportunity including the expected range of compensation in accordance with Pay Transparency Legislation where required please click the "I'm interested" or "Apply" button above. Individual compensation is determined based on qualifications, experience, and internal equity within the range provided.

Additional Information

External websites may share our organization's job postings which includes compensation information based on similar roles and market benchmarks. These figures are provided for general comparison purposes only and are not issued or verified by our organization.

We may use Artificial Intelligence (AI) tools to support efficiencies in the candidate screening, assessment, and recruitment processes. These AI tools do not make hiring decisions on behalf of the Company. Hiring Decisions are made by our Hiring Teams.

Sobeys is committed to creating accessible and inclusive hiring processes. We will work with applicants requesting accommodation at any stage of the recruitment process.

Please note: Successful candidates will be required to provide documentation to prove their legal ability to work in the position during the onboarding process. Documentation will be assessed by the employer prior to commencement of work.

Emplacements indiqués par la source

1800 Inkster Blvd, Winnipeg, MB R2X 2Z5, Canada

Consulter l'offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : 2026-11-24 (date au fuseau America/Toronto).

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