



BATTLESHIELD INDUSTRIES LIMITED

347 Corduroy Road, 417 Industrial Park, Vars ON K0A 3H0

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PURCHASER/SHIPPER/RECEIVER COORDINATOR

Battleshield Industries Limited (Vars, ON, just east of Ottawa) is a proud Canadian manufacturer and service centre of public safety/utility vehicles (fire, law enforcement, city/municipal, military, EMS). Due to our continued growth, we are currently seeking a **PURCHASER/SHIPPER/RECEIVER COORDINATOR**. We are committed in finding the right candidate that has the right skills and personality to grow with the business.

Key Responsibilities:

- Manage some purchases, shipping, receiving and internal deliveries (to proper department)
- Work directly with our suppliers and send purchase orders
- Build and maintain strong relationships with customers, suppliers and internal departments
- Ensure that shops inventories are fully organized and controlled
- Perform some purchasing using an ERP system (JOBBoss)
- Verify and receive incoming parts shipment, coordinate material returns, credits, and available warranties
- Responsible of keeping an accurate inventory on certain items
- Responsible for keeping yard organized / clean
- Load and unload all delivery vehicles

Key Criteria:

- Forklift/pallet jack experience required
- Ability to lift up to 50 lbs
- Strong computer proficiency using Microsoft Office and Google applications
- Valid driver's licence

Competencies & Skills:

- Excellent customer relations
- Attention to detail
- Ability to work independently
- Highly motivated, reliable team player

Benefits:

- Salary based on qualifications and experience
- Company perks
- Continuous learning and development

*Interested applicants, kindly send resume by email at admin@battleshield.ca
Only those selected for an interview will be contacted.*