Warehouse Coordinator

Who are we?

The Cahill Group is one of the largest multi-disciplinary construction companies in Canada. Cahill is building the future of oil and gas, mining, hydro, and social infrastructure on some of the largest construction and fabrication project sites in the country.

Cahill is currently recruiting for a Warehouse Coordinator to support our project team at the Corner Brook Acute Care Facility. This seven-story, 55,741-square-meter, 164-bed hospital will be connected to the adjacent long-term care facility. It will provide the same services currently provided at Western Memorial Regional Hospital, as well as an expanded cancer care program with radiation services.

What will you do?

- Perform site-specific Material Control activities including all aspects of shipping, receiving and warehousing activities.
- Aid in the continuous improvement and streamlining of all material movement and storage related activities.
- Responsible to ensure that protocols and systems are followed and documented appropriately.
- Ensure that incoming shipments are properly inspected and received as per company and project specific procedures.
- Coordinate and oversee the disposition of shipping errors with suppliers and the purchasing department on issues regarding delivery arrangements, repairs, damaged goods, etc.
- Compile relevant paperwork and update computer system in accordance with company protocol and project specific procedures.
- Show aptitude and be able to prioritize between urgent events.
- Perform related duties, as assigned.

What will you bring?

- Warehouse experience; preferably in a commercial/industrial construction setting. Training will be provided to the successful candidate.
- Valid drivers license.
- Highly organized and proficient with paperwork.
- Valid Forklift and TDG (Transport of Dangerous Goods) Certifications considered an asset.
- Basic knowledge of MS considered an asset
- Ability to communicate effectively.
- High attention to detail.
The Cahill Group is taking measures to ensure business continuity while prioritizing the health and safety of our people, companies, clients, and communities. We remain open with revised visitor protocols, physical distancing requirements, increased cleaning, staggered work hours, and remote work.

If you are interested in joining our growing team, please apply in confidence. Cahill is an equal opportunity organization. While we thank all applicants for their interest, only those under consideration will be contacted.