



#22,3250-51 Ave. NW
Edmonton , Alberta
T6P 0E1

Position: Document Coordinator

Reports to: Operations Manager

Position Summary

The Document Coordinator supports the warehouse and sales teams by performing a wide range of clerical, administrative and documents specific functions.

Duties and Responsibilities

- Verifies data from various sources to maintain department records.
- Set up a new MTR program.
- Obtain MTR's for all valves including incoming and outgoing.
- Communicates with customers regarding MTR's.
- Sends modification documents to customers, as required.
- Performs customer service functions by answering employee requests and questions.
- Makes photocopies, faxes documents, and performs other clerical functions.
- Some overtime will be required.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of administrative and clerical procedures
- Strong computer skills, including in Microsoft Office
- Ability to multi-task and problem solve
- Ability to work in a fast-paced environment
- Ability to work in a team environment
- Previous document control knowledge a plus

Education and Qualifications

- High School Diploma or equivalent required
- Previous office or warehouse experience preferred
- Experience in a logistics office environment a plus