

Transportation Coordinator
Hourigan's Flooring
Victoria, BC

Chemistry Consulting Group has been retained by Hourigan's Flooring to search for a **Transportation Coordinator**. In this critical role you will be empowered to coordinate transportation activities including delivery coordination, freight and shipping, purchasing backup and administration. Success will come more easily if you appreciate working independently, are an organized problem solver, customer focused and have the ability to find a positive outcome to demanding situations.

Hourigan's Flooring is an established Victoria company who has been providing flooring and tile solutions in the Greater Victoria area for over 70 years. With a wide selection of carpet, hardwood, laminate, linoleum, vinyl and ceramic tile from all major manufacturers and many specialty suppliers, Hourigan's has an established clientele and is proud of its industry leading 4.8 out of 5.00 Google review rating with over 235 five-star reviews.

Responsibilities

- **Delivery Coordination**
 - Coordinate deliveries with sales staff, customers, and the warehouse for 3 delivery crews.
 - Follow up with sales staff for contact and delivery information as well as order payments.
 - Manage and follow up on the delivery and pickup sections of our company scheduling system.
 - Complete transport orders daily for our delivery crews.
- **Freight and Shipping**
 - Review receipt confirmations from warehousing companies and direct shipping or arrange pickup in accordance with scheduling timelines and storage regulations.
 - Coordinate shipping and pickup of materials with suppliers, warehousing companies, and freight companies to arrive in time for delivery and/or installation.
 - Investigate product not available for delivery/install.
 - Follow up on all delay notices from suppliers and notify sales staff.
- **Purchasing Backup and Administration**
 - Placing orders with suppliers via email, online portals, phone, etc.
 - Review and follow up on order confirmations with sales staff and suppliers as needed.
 - Convert all purchase orders in our company software system.
 - Accurately calculate ETA's and coordinate shipping/pickup of orders accordingly.
 - Log and scan all orders prior to returning to sales staff.

- Pick and re-locate all product leaving the warehouse in our company software program.
- Log and scan deliveries and installation cuts in our company software program.
- Other administrative tasks as needed.

Qualifications

- Self-directed, motivated
- Extremely organized and detail oriented
- Exceptional interpersonal/customer service skills, over the phone and in person, with customers, internal staff, and suppliers. Must be a team player.
- Computer savvy and proficient in Microsoft Excel, with strong MS Office Suite skills
- Strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Willing to learn and take on new/different responsibilities as the needs of the business change
- Purchasing experience and/or prior experience in flooring or home improvement goods and services would also be considered an asset

To apply, please visit www.chemistryconsulting.ca/currently-recruiting-for and follow the prompts to submit a resume and cover letter which clearly outlines your suitability by **noon on Friday, October 8, 2021**.

We thank all who apply but only those considered to be suitably qualified will be contacted for further consideration.