



BROWNING HARVEY LTD.

Job Posting - Employment Opportunity – Administration/Operations Coordinator

THE COMPANY

Browning Harvey Ltd. is a locally owned and operated bottler of Pepsi Cola Products in Newfoundland and Labrador, and is a recognized local market leader in the brand name Liquid Refreshment Beverage Category in this province.

THE ROLE – ADMINISTRATION/OPERATIONS COORDINATOR – GRAND FALLS-WINDSOR

Browning Harvey Ltd. has a full time, permanent opportunity for the position of Administration/Operations Coordinator located at our Grand Falls-Windsor facility.

This role will provide support for both the administration and operations functions in this location.

Specific Administration functions of this role will include:

- Daily inventory reconciliation.
- Management of the equipment service line.
- Managing the Labatt invoicing and sampling program.
- Various other office duties as required.

Specific Operations functions of this role specifically in support of the shipping supervisor include:

- Schedule work crew and work assignments daily in the absence of Shipper.
- Directly supervise unionized employees and work closely with Browning Harvey's Distributors.
- Conduct a daily physical count of inventory as needed.
- Process loads for accurate order make-up and truck loading.
- Order and receive full loads of products as required.
- Manage department for the efficient loading/unloading of trucks/trailers.
- Maintain accurate records of goods received/shipped.
- Support all quality and food safety requirements.
- Other duties as assigned.

THE CANDIDATE

The ideal candidate will have the following:

- Post-secondary degree or diploma in Business preferred and/or related experience.
- Experience in administrative duties.
- Experience with shipping, logistics or inventory management would be considered an asset.
- Results-focused.
- Excellent customer service skills.
- Strong organizational and time management skills.
- Technical ability to utilize software and programs across multiple platforms.
- Strong problem-solving skills.
- Excellent verbal, written, and interpersonal skills.

- Ability to work independently and in a team environment.
- Comfortable with repetitive tasks.
- Ability to effectively manage time and meet deadlines.
- Highly developed organizational skills.
- Ability to work in a fast-paced, multitask environment.
- Ability to provide professional and courteous service in any scenario.
- Ability to understand and work with diverse groups of people and clients.

If this role sounds like the right fit for you, please send a resume by March 23rd, 2022 to:

Browning Harvey Ltd.
Human Resources
Telephone: (709) 726-8000
Fax: (709) 726-8044
humanresources@aharvey.nf.ca
<https://www.browningharvey.nf.ca>

Browning Harvey Ltd. is an equal Opportunity Employer; however only those selected for an interview will be contacted.