



Church Supplies, Religious Books & Gifts
322 Consumers Rd, North York, ON, M2J 1P8
www.bbroughton.com

 @broughtons.rel   @broughtons_rel

Warehouse/Delivery Coordinator

Broughton's Church Supplies, Religious Books & Gifts is looking for a Full Time Warehouse/Delivery Coordinator. Specializing in all religious needs for the church, school and individual. We are looking for someone who's outgoing, can multi-task, work in a high pace environment and can supply outstanding customer service. Experience in warehouse and the ability to work some weekends is a must with this full-time position.

Main Responsibilities:

- Lead the warehouse to achieve key performance indicators with the effective execution of warehouse services, company programs, policies and directives.
- Responsible for warehouse operations by reviewing sales orders, procedures, organization of staff, key dates and events within the liturgical calendar.
- Responsible for inventory control, receiving of goods and doing/overseeing data entry.
- Preparing and completing warehouse orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, input).
- Receiving and processing warehouse inventory shipping supplies, office supplies, etc.
- Keeping a clean & safe working environment.
- Completing daily logs - reporting any discrepancies.
- Operate & maintain warehouse equipment and vehicle.
- Follow quality service stands and comply with procedures, rules and regulations.
- Other tasks as assigned by General Manager.

Qualifications:

- Proven warehouse experience is preferred.
- Excellent interpersonal and communication abilities.
- Excellent computer knowledge of Excel, Word and Outlook.
- Demonstrates ability to work with people.
- Good organizational and time management skills.
- College diploma or University degree.
- Proficiency in inventory software, databases, and systems.
- G Class license or higher.
- Ability to work on your feet, lifting items (20-70 lbs) and working in a high pace environment.

We offer:

- Competitive compensation, benefits and incentives.
- Ongoing career growth and development opportunities.
- A dynamic, fast paced and challenging work setting.
- An inclusive and respectful environment.

Job Type: Full Time (weekend and weekday work as required).

Salary: Please include with resume and will be discussed upon hiring.

Job Location: B. Broughton Company - 322 Consumers Rd, North York, ON, M2J1P8

Required Education: College diploma or University degree

Required Experience: Warehouse - 2 years

Please submit your resume with covering letter and salary expectations via email to mb@bbroughton.com

We thank you for your interest in this position, only applicants being considered for an interview will be contacted.