



Career Opportunity

Shipping & Receiving Coordinator

Surrey, BC | Full-Time, Permanent

About Brunette Machinery

Brunette Machinery is a leading manufacturer of industrial equipment serving the Sawmill, Pulp/Paper, and Biomass/Pellet industries. We are seeking a reliable and detail-oriented **Shipping & Receiving Coordinator** to support our warehouse and production operations at our Surrey facility.

Position Summary

The Shipping & Receiving Coordinator is responsible for receiving incoming materials, preparing outbound shipments, maintaining inventory accuracy, and ensuring the efficient flow of goods throughout the facility. This role works closely with Purchasing, Production, and Sales to support daily operations.

Key Responsibilities

- Receive, inspect, and verify incoming shipments against packing slips and purchase orders. Aptitude for creative problem solving and willingness to accept constructive criticism and changes.
- Unload and load trucks using forklifts and other material-handling equipment.
- Prepare outbound shipments, including packaging, labeling, and shipping documentation.
- Coordinate deliveries and pickups with carriers and suppliers. Basic understanding of pneumatic, electrical & hydraulic systems and experience with powertrain component selection.
- Organize warehouse storage locations and ensure a clean, safe work environment.
- Investigate and report discrepancies, shortages, or damaged goods.
- Support production by staging materials and components as required.
- Comply with the company safety policies and procedures.

Qualifications

- You **must** be a certified and experienced SDCB forklift driver with a valid forklift ticket.
- You **must** have 2-3 years' experience in a shipping/warehouse environment.
- You **must** be physically fit and able to lift up to 50 lbs.

Compensation & Benefits

- Competitive hourly wage: **\$20 - \$29 per hour**, depending on experience.
- Employee Profit Sharing Program.
- Extended health and dental benefits (after a probationary period).
- Employer RRSP matching program (after a probationary period).
- Opportunity for professional growth and development.

Apply by emailing your resume (including a cover letter) to careers@brunettemc.com

The subject line of your email must include: **"SHIPPING & RECEIVING COORDINATOR – YOUR NAME"**

PLEASE NOTE: This position is located at our **SURREY, BC FACILITY — 8717 132 Street**

While we thank all applicants for their interests, only shortlisted candidates will be contacted

For more information, please visit our website: BrunetteMC.com