

This opening is with our direct client.

Location – Toronto GTA

Salary - DOE

Clerk's position with SAP experience here is a brief description of our requirements:

Duties:

- Complete distribution order management in shipping office.
- Make sure orders are shipped within the given time frame and per tender date.
- Ensure reporting on a day to day basis. Issue reports for orders that were not shipped and reasons.
- Ensure all SLA s are maintained and report in case of any slippage.
- Ensure proper order priority is maintained per customer requirements.
- Discuss with supervisors and plan manpower if needed to supplement in case of a capacity crunch.
- Make sure inventory is replenished to shipping floor for orders in the system and make sure this effort is coordinated with inventory control on a day to day basis.

Qualifications:

- High school diploma required
- Post secondary education preferred
- Attention to detail
- Strong communication and analytical skills
- Proficient in reading, writing and speaking English
- Able to work well in a team environment
- Proficient in MS applications. Advanced knowledge of Excel
- SAP experience

Candidate to start immediately. These will be seasonal positions for the moment which might lead to permanent.

If interested, send your resume to info@erptek.com