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Position: Warehouse Office Assistant

Reports to: Logistics Manager

Summary

The Warehouse Office Assistant is responsible for scanning and uploading paper documents into digital copies. The duties include preparing documents for storage, using document management software to upload or scan paper documents as well as ensuring accessibility of stored documents. In this position, you will also support the warehouse office team by performing a wide range of MTR documentation and Logistic specific warehouse functions. This role requires a high level of organization and attention to detail.

Duties and Responsibilities

- Scan and upload documents to the database(DocLink) according to company procedures.
- Verify all documents are being uploaded properly.
- Retrieve and deliver any files and/or paperwork upon request.
- Conduct and analyze daily order log reports.
- Communicate with customers regarding shipment details, MTR documents, and/or modification reports.
- Obtain MTR documents for all valves included in shipment and resolve discrepancies.
- Perform customer service functions by responding to various requests.
- Maintain a clean and organized work station.
- Some overtime may be required if needed.
- Assist with other administrative duties as needed/assigned.

Knowledge, Skills and Abilities

- Proficient in MS Office and equipment such as photocopier, scanner, etc.
- Strong attention to detail is a must.
- Able to multi-task and prioritize tasks.
- Ability to work in a fast-paced and team environment.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Problem-solving skills.
- Detail-oriented and accurate with data entry.

Education and Qualifications

- High School Diploma or GED required.
- Experience in a logistics office environment a plus.
- Oil & Gas industry experience is a huge plus.