

## **Shipper Receiver – Material Coordinator**

### **Location:**

Houston, Texas

### **Summary**

TransCanada Turbines (TCT) is the sole authorized overhaul, repair and maintenance service provider for Siemens Energy and General Electric (GE) aeroderivative industrial gas turbines, serving an expanding international client base.

TCT's key strength is our people, who offer quality and flexibility that only an independent organization can provide.

We are currently looking for a **Shipping/Receiving - Material Coordinator** to join our team.

Reporting to the Manager – Part Sales, the **Shipping/Receiving - Materials Coordinator** will be expected to assist in all duties within the Materials department including the Shipping (domestic & international), receiving, data entry, storing, issuing and handling of turbine parts, tooling and materials. This position requires the individual to be highly organized, have the ability to shift priorities at a moment's notice, work at a strong pace while producing and maintaining an extremely high level of quality.

### **Duties**

The duties include but will not be limited to the following:

- Receiving and shipping of inventory and other items ensuring the accurate maintenance of records.
- Data Entry
- Ensuring ISO processes are followed without exception.
- Checking accuracy of inventory, quality and quantity.
- Booking inventory items into and out of stores.
- Assist in kitting whenever necessary.
- Liaise with Logistics Teams for International & Domestic shipments.
- Working within tightly scheduled environment.
- Moving and protecting of parts, within and outside the facility as necessary.
- Operating lifting mechanisms as necessary, including forklift and overhead crane.
- Performing cycle counts on inventory.
- Work closely with purchasing to rectify any shipment discrepancies.
- Responsible for general inspection of tooling prior to shipping and on its return
- Responsible for minor maintenance and cleanliness of warehouse area.
- Work with Field Service Manager or delegate(s) to schedule shipments of parts and tooling to and from customer sites.

- Increase knowledge of the HSE Policy and Manual and maintain a positive attitude towards the health and safety of myself and my coworkers.
- Take ownership of HSE issues and demonstrate enthusiasm and support for HSE.
- Other duties as directed by the Manager - Part Sales and Manager - Field Service.

### **Skills**

- Forklift experience is required.
- Proficient with Microsoft Office Suite applications (Outlook, Word, and Excel)
- Good interpersonal, oral and written English communication skills.

Employee/team flexibility is of prime importance to TransCanada Turbines. It is important that all employees are willing and able to assist with any activity, at any time, as necessary to support the needs of a changing and demanding customer base in the gas turbine repair and overhaul business.

### **Education**

- High School diploma
- 1 year previous shipping/receiving experience

### **Requirements**

- Criminal background check
- Post offer medical and drug screening
- Driver's license
- Ability to work on-call and to work overtime for inventory/cycle counts is required on occasion

Qualified candidates can apply directly to [recruitment@tcturbines.com](mailto:recruitment@tcturbines.com)

For more information about TCT please visit our website: [www.tcturbines.com](http://www.tcturbines.com)

**\*\*Only those selected for an interview will be contacted\*\***