

The logo for RGO, consisting of the letters 'RGO' in white, bold, sans-serif font on a red square background. The background of the entire page is a faded image of people in a meeting around a table with papers and a laptop.

RGO

WAREHOUSE COORDINATOR

WINDOW COVERINGS

Position Type: Full-time, Permanent

Location: Calgary, AB

ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a privately held business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

THE OPPORTUNITY

Get to be a part of the RGO team that has been recognized as a Best Workplace in Alberta at one of Canada's Best Managed Companies by joining us as a **Warehouse Coordinator, Window Coverings**. Reporting to the Logistics Manager, the Warehouse Coordinator, Window Coverings is responsible for receiving and shipping window coverings and associated parts in a timely and accurate manner and for overall care of the Window Coverings warehouse area.

WHAT YOU WILL DO

- Load and unload shipments.
- Direct incoming shipments to the appropriate areas of control, such as stock inventories.
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods.
- Electronically receive products into system after the warehouse has physically received them.
- Maintain internal, manual, or computerized record-keeping and inventory systems.
- Organize and distribute packing slips on a daily basis.
- Package, tag and ship returned products to suppliers and track.
- Maintain cleanliness and organization of the warehouse.
- Pull product for next workday installations.
- Pickup and or deliver product to vendor or active site.
- Maintain W/C van for safe operation and over all interior and exterior cleanliness.

WHAT YOU WILL BRING

- Minimum of 2 years of warehouse experience.
- Must be able to lift up to 100 lbs independently.
- Must be willing and able to pass a pre-employment health assessment.
- Must have a valid class 5 Alberta driver's license and clean driver's abstract.
- Understanding of and experience in administrative duties in a warehouse environment.

WAREHOUSE COORDINATOR

WINDOW COVERINGS

- Intermediate level Excel and Word skills – experience using other MS Office products.
- Tech Savvy, able to learn new computer software.
- Detail-oriented.
- Current Forklift Operator Certificate or willingness to get certified.
- Customer service focus and experience.

PERKS & BENEFITS

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- On-site fitness facility
- Free parking and close to transit with c-train

To apply, please submit your resume to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

APPLY NOW