



Western Canada Marine Response Corporation (WCMRC) is a Transport Canada certified Response Organization, whose mandate is to ensure there is a state of preparedness in place and to mitigate the impact when an oil spill occurs. This includes the protection of wildlife, economic and environmental sensitivities, and the safety of both the responders and the public.

WCMRC is currently undergoing organizational growth and as a result we are seeking a **Temporary Full Time Materials Coordinator (1 year contract with possibility of extension)** to join our Response Readiness team in **Sidney, B.C.**

Reporting to the Manager of Logistics, the Materials Coordinator will be responsible for:

- Support with the logistics requirements related to day-to-day operations, exercises and spill response activities focusing on warehousing and inventory functions
- Oversee and participate in shipping, receiving, storing, picking, staging and distribution of materials required for day to day operations and spill response activities
- Filling requisitions, work orders, and/or requests for materials, tools, or other stock items and the distribution and tracking of those items
- Responsible for Inventory management, maintain targeted inventory levels for raw and finished products, cycle counting and physical inventory of assign warehouses, vessels and trailers
- Maintain documents, files and records the purpose of documenting activities, and providing materials and reliable resource information
- Support the logistics function to ensure all material management process and procedures are being adhered to in steady and response state
- Ensure that all activities are carried out with due regard to personal safety, the safety of others, and in line with company policies and procedures

Preferred candidates will bring a high school diploma and a minimum of 2-3 years shipping/receiving, warehousing or logistics experience. The successful candidate must be capable of lifting and carrying up to 50 lbs on a regular basis, and have a valid forklift certificate and a Class 5 driver's license in good standing. Must also be willing and able to work outdoors under inclement weather.

At WCMRC we value open and honest communication that fosters a climate of trust, integrity in all our business practices, success through competency, creativity and teamwork, and being a steward of the environment. We believe that putting our values into practice creates long-term benefits for our employees, shareholders, stakeholders, suppliers and the communities we serve.

If you share our company values and have the necessary knowledge, experience and enthusiasm to succeed in this position, then we would like to hear from you. Please submit a cover letter and detailed resume. <http://adr.to/o5pga>

We thank you in advance for your response and regret that only those individuals who are selected for an interview will be contacted.

To find out more about us, visit our website at www.wcmrc.com.