CDS Group of Companies

CDS Transload
CDS Cold Storage
CDS Customs Services Ltd
Canadian Dry Storage Ltd
Canadian Distribution Services Ltd

Shipping & Receiving Coordinator – Richmond, BC

Monday to Friday – 11:00am – 7:30pm

Pay Range: $20 – $24 / Hour

Posted: October 28, 2026

About Us:
CDS Group of Companies is the single contact for National and International clients looking for efficient and cost-effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, customs brokerage, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

What You'll Do:

- Book inbound and outbound appointments and verify that they are completed as per schedule.
- Process driver check-ins and assign doors to Drivers for inbound and outbound loads.
- Prepare, verify, and process all shipping and receiving documentation.
- Facilitate comprehensive cross-training for newly hired employees.
- Assist the Warehouse Management team with workflow on the warehouse floor.
- Process and input customer orders in Warehouse Management System (WMS), evaluate and respond to customer inquiries in a prompt, courteous and effective manner.
- Proactively work with other departments to ensure customers are kept up to date on orders.
- Eliminate reoccurring issues, minimize service issues, and identify areas for improvement.
- Provide product & service reports by collecting and analyzing customer information.
- Verify received product and resolve discrepancies.
- Gather and report inventory data requested by the customer.
- Ensure accuracy in terms of client information and product inventory in the system.
- Maintain a professional and tidy shipping and receiving office.

Who You Are:

- Positive and professional level of communication, both verbal and written.
- Possess excellent phone and email etiquette.
- Skilled at establishing effective working relationships with internal and external customers.
- Strong analytical skills; ability to troubleshoot problem areas and special requests.
- Well-organized, detail and customer-oriented self-starter.
- Able to schedule and coordinate work between departments to ensure warehouse effectiveness.
- Prior experience with ERP, Microsoft Office Software and WMS preferred.
- Able to pass criminal background check.

How to Apply: Interested applicants should submit their resume to hr@cdsltd.ca. No agencies please. Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.