

Expeditor - Shipping/Receiving



Type: Full-Time

Location: Acheson Alberta (west of Edmonton)

Days: Monday to Friday

Rozen Steelworks has a reputation for having the best standards in Safety, Quality and Performance. Excellent project execution is realized through extensive communication and teamwork between the owner and the construction team providing the vision, the plan and the tools to succeed.

Our facilities were designed specifically for our operations which utilize the latest in welding automation. With a large plant site in Acheson, Alberta we have over 65,000 sqft of fabrication space and 19 Acres of lay down yard.

We specialize in the fabrication of pressure piping, power piping and structural steel. We are registered with the Alberta Boilers Safety Association, certified by the Canadian Welding Bureau and have certified CWB welding inspectors on staff to maintain our quality program.

Job Summary:

Rozen Steelworks is seeking a motivated and detail-oriented Expeditor to oversee and support the daily operations of our shipping & receiving department. This individual will be responsible for coordinating and scheduling all shipments, as well as managing all bookings and logs. The ideal candidate will be organized, technically knowledgeable, and great at communication between shop and office.

Key Responsibilities:

- Confirm actual ship dates per load with suppliers and carriers — not just the PO planning date — and track multi-load orders at the load level (e.g. "load 3 of 10")
- Maintain the warehouse register as the single source of truth for inbound and outbound truck activity
- Flag schedule slips to Procurement and the relevant Project Manager as soon as they're known
- Pre-stage receiving: communicate what's arriving, when, and with what weight/dimensions and crane/forklift needs
- Source and book carriers for outbound finished goods, including oversize/overweight heavy-haul for barge sections and modules
- Manage permits, routing, and escort requirements for oversize loads
- Coordinate load-outs with the shop floor and Project Managers — crane, lifting plans, yard sequencing
- Confirm delivery windows and offloading requirements with client sites
- Assemble shipping documentation (BOLs, packing lists, export/customs paperwork)
- Sequence inbound trucks across bays so staggered deliveries don't collide; assign bays and manage yard/laydown space
- Coordinate receiving labour and equipment availability with the Warehouse Lead
- Ensure receiving is booked against the PO in Business Central; capture incoming MTRs and packing slips at receipt and hand off to Quality.

Skills and Qualifications:

- Experience in shipping/receiving, logistics, or expediting, ideally in steel, heavy industrial, or manufacturing
- Organized and assertive; comfortable holding carriers and suppliers to firm commitments
- Comfortable working with ERP systems and Microsoft 365
- Experience coordinating oversize/heavy-haul freight (permits, routing, escorts) an asset
- Background in a fabrication or industrial yard environment an asset
- Familiarity with Microsoft Business Central an asset

Benefits:

- Casual dress
- Dental care
- Disability insurance
- Life insurance
- On-site parking
- RRSP match
- Vision care

Why Join Rozen Steelworks? At Rozen Steelworks, we offer a challenging yet supportive environment where your hard work and desire to learn will drive your career growth. Join a team built on grit, ownership, well-being, and adaptability as you contribute to cutting-edge fabrication solutions for critical industries.

To Apply: Interested candidates are invited to submit their resume and cover letter detailing their academic background and relevant experience to careers@rozensteelworks.com. Please include "Expeditor" in the subject line.



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