



56 Railway Street
Kingston, Ontario, Canada K7K 2L8
Tel: (613) 544-9574
Toll Free: 800-267-3170
Email: kingston@pleasemoveme.ca
Web: www.pleasemoveme.ca

Capital Movers & Storage is currently seeking an energetic individual to join our Operations Department. The **Operations Assistant** will have dealings between drivers, helpers, members, base traffic as well as customers. The purpose of this role is to coordinate local and Van Line registered moves, maximizing utilization of resources, profitability, and customer satisfaction.

Duties and Responsibilities

- Plan, communicate and update dispatch programs while responding to email and voicemails in a timely manner.
- Assist Operations Supervisor in all day to day responsibilities.
- Liason between Sales and Operations.
- Update customers on the status of their deliveries including any delays that occur.
- Able to work long days and weekends when required.
- No holidays during the peak season

Qualifications

- Moving industry experience an asset
- Dispatch experience preferred
- Familiar with Kingston and surrounding area
- Strong communication skills
- Must be detail orientated.



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- High organizational skills and ability to multitask
- Ability to prioritise own workload and adhere to strict deadlines
- A team player with a high level of dedication
- Responsive problem solver
- Proficient with Google Docs, Google Sheets and Gmail.

Remuneration will be based on experience, eligible for benefits after probationary period.

Walker's/Capital Group of Companies Limited welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



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