



**Mally Designs Ltd.
JOB DESCRIPTION**

Mally Designs Ltd. is a fast growing company based in Abbotsford, BC. We are looking to build a team of energetic, self motivated, passionate people. If you would like to be one of the first key members of our team, and believe you share the values we look for, please submit your resume!

Job Title: **Shipping Coordinator**
Department: **Shipping**
Direct report: **Vice President**
Hours: **30-40 hours/ week**
Compensation: **to be discussed**
Estimated start date: **July 14th, 2008**

General Description

- Responsible for preparing order shipments varying in size from individual piece retail orders, to multiple pallet orders to major retail chains or distributors in other countries.
- Duties may also include helping in other areas of the production floor or elsewhere within the company.

Job Requirements

- At least 3 years experience in a similar position.
- An understanding of standard shipping and customs procedures.
- Knowledge or experience of shipping to large retailers in Canada and the United States, using EDI (Electronic Data Interchange) through a 3rd party EDI source.
- Computer skills, including knowledge of MS Office programs.
- Any additional knowledge in this area would be an asset.

We are looking specifically for an individual who:

- is a natural team leader
- has a proven work ethic
- enjoys being a part of an energetic team
- is highly self motivated
- expresses a strong desire to excel and succeed
- believes in the importance goal setting and goal achieving
- has strong organizational skills

Why be a member of our team?

As a key member of the mally designs team, you will get to work in a fun team environment. We believe in providing a great place to be for our employees, knowing that in doing so, we will have a happy and productive team who enjoys being a part of our growth and success as a company.

We also believe in helping you achieve your career goals with us, whether you see a future in our design department, sales, management, etc., we will do our best to help you achieve your goals!