



Warehouse Coordinator

Flooring

Position Type: Full-time, permanent

Location: Calgary, AB

The Opportunity

Join the award-winning RGO team—recognized as a Best Workplace in Alberta and one of Canada's Best Managed Companies—by stepping into the role of Warehouse Coordinator, Flooring.

Reporting to the Operations Supervisor, Flooring, you'll play a key role in the accurate, efficient, and safe flow of flooring materials through our warehouse. You will maintain a clean, organized warehouse environment and support installation teams, sales staff, and administrative functions through timely shipping, receiving, and inventory management.

What You Will Do

- Shipping and Receiving duties for flooring product.
- Check installer Work Orders to confirm stock picked from RGO warehouse is correct.
- Identify and tag returns, add to inventory spread sheet.
- Advise Administration staff of returns for potential credit to PO.
- Identify and tag deliveries for suppliers for future pick up, notify PM and Admin staff of receipt.
- Ensure forklift is serviced as required.
- Electronically receive products into JobRunner after the warehouse has physically received them.
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods.
- Maintain cleanliness of the warehouse.
- Organize and distribute packing slips on a daily basis.
- Complete BOL and required documents for outbound shipments.
- Actively participate in workplace safety.

What You Will Bring

- Minimum 2 years of warehouse experience, including shipping & receiving, warehouse administrative duties, and forklift experience.
- High school diploma required.
- Current Forklift Operator Certificate preferred or willing to get certified.
- Intermediate Microsoft Outlook, Excel and Word skills. Willingness to learn RGO's ERP software.
- Strong attention to detail.
- Ability to work independently while maintaining a high level of communication with the office and the operations team.
- Customer service focus and experience.
- Ability to lift up to 100 lbs (45 kg); pre-employment health assessment (paid by company) required.

About RGO

RGO has been shaping inspiring workspaces across Western Canada since 1966. With deep Alberta roots and over 200 team members in Calgary, Edmonton, and Canmore, we help organizations thrive through innovative furniture, technology, and design solutions. As Alberta's exclusive Steelcase dealer and a partner to 200+ vendors, we continue to lead the way in workplace innovation.

Our mission is to turn every place into a space for inspiration and success. Guided by our vision—to unleash the full potential of spaces—we live our values every day: Pursuit of Excellence, Powerful Collaboration, Positive Drive, and Prioritize Care.

Perks & Benefits

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- On-site fitness facility
- Free parking and close to transit with c-train

To apply, please submit your application to careers@rgo.ca. We appreciate the interest of all applicants and candidates for consideration will be contacted.

