

JOB TITLE: Office Admin/Storage Consultant

LOCATION: Ottawa

WAGE RANGE: \$51,200.00 – \$57,600.00 per annum

APPLICATION SUBMISSION DEADLINE: March 26, 2026

BigSteelBox – Canada’s most diversified shipping container company - is looking for an Office Admin / Storage Consultant to support dispatching and administrative operations across our Ottawa and Maritimes Stores. The company continues to experience strong growth, creating the need for an organized, customer-focused logistics professional to help coordinate scheduling and operational activities.

Starting as soon as possible, this is a permanent, full-time position working Monday to Friday, 8:00 am – 5:00 pm, offering competitive compensation, an annual profit-sharing program, and eligibility for RRSPs and benefits after three months of employment. The Office Admin / Storage Consultant will report to the Ottawa Store Manager and provide seasonal and vacation dispatch coverage across the network as required.

Working for BigSteelBox can provide a challenging and rewarding career with opportunities for growth, a positive work environment, and the chance to be part of a team that impacts businesses and communities. We have fun” is one of our core values. While we take our business and responsibilities seriously, we also know life is better when you enjoy your day! We are proud to be certified as a Great Place to Work®! This certification is awarded after a thorough, independent analysis conducted by Great Place to Work Institute® Canada. Visit our [website](#) to learn more about our [core values](#) and what drives BigSteelBox.

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Minimum Education: Grade 12
- 1-3 years of work experience
- Dispatch experience is an asset, but not required
- Customer service & sales experience is an asset, but not required
- Excellent Computer/Communication skills: Phone, Email, Outlook, Word, & Excel

PRIMARY RESPONSIBILITIES:

- Act in a manner that is consistent with and promotes the BSB corporate values in all internal and external interactions
- Manage local Dispatch calendars in multiple separate locations
- Communicate with BSB sales and service staff on dispatch-related matters and questions
- Coordinate deliveries, pickups, & moves of BigSteelBoxes to maximize both customer experience and efficiency
- Assist the Transportation and Supply Chain Managers in Wishlist management, especially during peak season
- Remain knowledgeable about BigSteelBox products and services
- Provide expert storage advice
- Give courteous customer service to clients, drivers, & suppliers
- Nurture relationships with existing customers

- Provide timely follow-up of all phone calls and email inquiries
- Maintain & file accurate paperwork, records, & reports
- Secure confidential files
- Maintain office space in an efficient & clean manner
- Demonstrate a positive work ethic, attitude & professional image to all

REQUIRED SKILLS/CORE COMPETENCIES:

- Accountability - Takes personal ownership and responsibility for the quality and timeliness of work
- Adaptability - Adapts and responds to changing conditions, priorities, technologies and requirements
- Analytical Thinking - Applies systematic, logical reasoning when addressing problems
- Communication - Expresses and transmits information verbally and in writing, with consistency and clarity.
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization.
- Networking and Relationship Building - Effectively builds constructive, friendly, professional relationships with customers, vendors, and colleagues
- Planning and Organizing - Accurately estimates duration and level of difficulty of tasks and projects, setting out goals and objectives, and work plans to complete.
- Problem Solving - Uses logic and analytical methods to come to a realistic solution.
- Results Orientation - Possesses the ability to focus on desired outcomes, and the means by which they are achieved,
- Service Orientation - Provides superior service to both internal and external customers.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities, fostering a team environment.

We thank all applicants in advance. However, only those selected for an interview will be contacted.