



POSITION OPPORTUNITY

If you are interested in applying for the following position, or would like more information, please contact Human Resources.

OR REFER A FRIEND, RELATIVE, NEIGHBOUR AND EARN \$1000 (IF HIRED)

POSITION: LOGISTICS COORDINATOR

LOCATION: DISTRIBUTION

HOURS OF WORK: MONDAY – FRIDAY, 8 AM – 4:30 PM (40 HRS/WK)

REPORTING TO: CHRIS APPLEBY, TRANSPORTATION & WAREHOUSE MANAGER

RESPONSIBILITIES:

- Generates Customs documents from loading paperwork
- Downloads and Names Photos in a timely manner
- Enters Accruals for US and Canadian Shipments
- Approves Invoices for US and Canadian Shipments
- Deals with FPR's and Freight Claims
- Inbound Load Planning
- Cross trains with Canadian & US Load Planners, Fed Ex and assists as backup when required
- Helps maintain all Distribution Excel files and forms.
- Assists in other logistic functions as assigned.
- Performs all responsibilities/services in accordance with the Safety and Quality Procedures.

QUALIFICATIONS:

- Grade 12 education plus courses in Logistics or Supply chain and/or equivalent experience.
- 1 to 3 years related experience in an office environment and ideally in logistics.
- Computer and keyboarding skills are required with strong knowledge of Excel and Word.
- Good communication, time management and problem-solving skills.
- Knowledge of shipping procedures and processes, as well as experience completing customs documents is an asset.

LEVEL: 4

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