

**JOB POSTING**

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| Position Title: | **Logistics Coordinator, Inbound**  |
| Department: | Logistics |
| Location: | Burlington, Ontario |

**OBJECTIVE**

Reporting to the Logistics Director, the Logistics Coordinator, Inbound will support the Logistics team in all aspects of the transportation of inbound and supply chain products. This person will work closely and communicate with procurement, sales, quality control, production, shipping/receiving departments and outside carriers.

**QUALIFICATIONS**

Education:

* High School diploma
* Post-secondary education in a related field is a strong asset

Experience & Skills:

* Minimum 1-2 years prior experience in a similar role (produce industry preferable)
* Proficient in MS Office / ability to learn in-house programs
* Strong communication and interpersonal skills (verbal and written)
* Detail oriented and ability to multi-task in a fast-paced environment
* Excellent organizational and time management skills with an ability to respond to urgent matters quickly and work independently
* Must be able to prioritize and handle a large volume of emails daily
* Good judgement skills
* Flexibility and willingness to work outside of regular working hours
* Prior experience with the following is considered an asset:
	+ Knowledge of supply chain processes/expediting
	+ Understanding of purchasing and receiving processes
	+ Prior experience within import customs documentation / requirements / working with customs brokers
	+ freight broker / 3PL / intermodal / rail / reefers
	+ familiar with CHEP program

**PRINCIPAL RESPONSIBILITIES**

1. Work closely with procurement department, sales, and warehouse for inbound product.
2. Work closely with outside carriers to ensure that they are on schedule to load as arranged.
3. Ensure all required documentation is provided to drivers for compliance with USA and Canadian import requirements.
4. Obtain shippers documentation to ensure that order was shipped in full and notify procurement department of any discrepancies.
5. Work closely with production, sales, inside sales and warehouse to book delivery appointments for all warehouses with carriers.
6. Monitor and expedite loads in transit, troubleshoot and foresee delays in arrival of product (weather delays, loading delays, highway closures) and update logistics team.
7. Develop strong understanding of the CFIA import rules working closely with customs brokers.
8. Perform data entry and maintain shared logistics department spreadsheets with detailed record keeping.
9. Work closely with Shipping and Receiving Coordinator and production department to ensure outbound trucks are scheduled and arriving at appropriate warehouse and act as a liaison between the warehouse and carrier dispatch.
10. Prepare and forward bills of lading to carriers as required.
11. Perform data entry of CHEP pallets and record keeping of movement of CHEP pallets.
12. Participate in weekend rotation throughout the department.
13. Provide back up for logistics team as required.
14. Perform other duties as required by Logistics Director.