



## **JOB DESCRIPTION**

### **LOGISTICS COORDINATOR**

#### **OBJECTIVE:**

Reporting to the Director of Logistics, the Logistics Coordinator will support all aspects of the transportation of outbound orders / loads. This person will work closely and communicate with the logistics, sales, inside sales, shipping/receiving, QC 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 working in a similar role
- 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 work environment
- Excellent organizational, time management and prioritization skills with an ability to respond to urgent matters quickly and work independently
- Good judgement skills
- Flexibility and willingness to work outside of regular working hours
- Prior experience with the following is considered an asset:
  - export customs documentation
  - purchasing and receiving processes
  - customs brokers
  - freight brokers
  - 3PL environment
  - CHEP

#### **PRINCIPAL RESPONSIBILITIES:**

1. Work closely with logistics team, production, and warehouse to arrange loading times with carriers ensuring trucks are loaded on time.
2. Track and trace outbound / export orders to ensure on time delivery.
3. Ensure delivery appointments are booked per customers' requirements.
4. Ensure trucks are onsite at customer locations on time for delivery appointments and are delivered with clear bills.
5. Report truck delays/ issues, customs issues to appropriate departments.

6. Source & obtain delivery documents once trucks have delivered to verify accuracy of shipment and forward to appropriate department.
7. Ensure all necessary documentation is always provided to carriers for compliance with USA / USDA / FDA import requirements. Work closely with customs brokers to provide any necessary missing documentation.
8. Assist with the preparation of accurate proforma invoices / customs documentation to ensure compliance with USA, Canada CFIA / FDA regulations.
9. Monitor loads in transit, troubleshoot and foresee delays in delivery of customer orders (weather delays, loading delays, highway closures) and update logistics team.
10. Data entry of freight and extra charges within computer system.
11. Assigning loads to carriers as required.
12. Maintain logistics department spreadsheets / record keeping.
13. Work closely with Shipping and Receiving Coordinator and production department to ensure outbound trucks are scheduled and arriving at appropriate warehouse, act as a liaison between the warehouse and carrier dispatch.
14. Prepare and forward bills of lading to carriers as required.
15. Data entry of CHEP pallets and record keeping of movement of CHEP pallets.
16. Prepare and distribute daily export delivery reports to sales and inside sales.
17. Assist with sourcing new carriers as required.
18. Participate in weekend rotation throughout the department.
19. Perform other duties as required by Director of Logistics.