



JOB DESCRIPTION

WAREHOUSE EXPORT COORDINATOR

Reporting to the Warehouse Manager, the Warehouse Export Coordinator will provide in person support directly related to the export documentation.

QUALIFICATIONS:

Education:

- High School Diploma
- Post-secondary education in a related field is an asset

Experience & Skills:

- Minimum 1-2 years prior experience in similar role
- Prior experience with the following is considered an asset: export customs documentation, specifically with Willson Customs Broker's Shipcheck; CPIQ inspections
- Proficient in MS Office
- 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
- Flexibility and willingness to work weekends and statutory holidays as needed

PRINCIPAL RESPONSIBILITIES:

1. Prepare, review, and finalize necessary documentation for cross-border transactions, ensuring compliance with international trade regulations and customs requirements.
2. Analyze and cross-reference inspection reports from the (CPIQ) to ensure all product specifications, quantities, and regulatory criteria are met.
3. Maintain organized filing systems and databases for tracking cross-border shipments, inspection reports, and compliance documentation to ensure timely retrieval and audit readiness.
4. Coordinate with Warehouse and logistics to ensure cross border documents to ensure seamless execution of internal documentation flow.
5. All other duties as required by the Warehouse Manager.