

LOGISTICS COORDINATOR

OBJECTIVE

Reporting to the Logistics Director, the Logistics Coordinator will support the Logistics team in all aspects of the transportation of inbound and outbound product. This person will work closely and communicate with the sales, production and shipping/receiving teams.

QUALIFICATIONS

Education:

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

Experience & Skills:

- 1-2 years prior logistics experience, preferably in the produce industry
- Proficient in Word/Excel/Outlook and ability to learn in-house programs
- Strong communication and interpersonal skills (verbal and written), team player
- 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
- Must have good judgement skills
- Flexibility and willingness to work outside of regular working hours
- Understanding of purchasing and receiving processes is considered an asset
- Prior experience with in-bound/export customs documentation an asset

PRINCIPAL RESPONSIBILITIES

1. Follow-up with carriers/vendors to ensure freight is loaded on time and in transit for all inbound and direct loads.
2. Follow-up to ensure that correct order quantities were shipped as per the purchase order and that all required documentation was provided.
3. Communicate to sales and production departments that orders were shipped as per the purchase order and update computer system accordingly.
4. Assisting with preparation of customs documentation.
5. Monitor customs and freight release of inbound and outbound shipments; assist with resolving any issues with customs documentation and notify sales/customer of clearance issues.
6. Monitor loads in transit and update department and computer system accordingly.
7. Monitor weather related delays and advise logistics and sales department.
8. Prepare and forward bill of lading to carriers for direct shipments as required.
9. Prepare customs documents and paperwork required for courier samples.
10. Assist with the preparation and distribution of daily export delivery reports.
11. Participate in on-call weekend rotation.
12. Provide back-up for logistics team as required.
13. Perform other duties as required by the Logistics Director.