Description	
Job Title	Logistics Coordinator
Reports to Title	Director of Operations
General Accountability	The Logistics Coordinator ensures seamless processing of outgoing shipments and incoming items. An intermediate level position working in a fast paced team environment providing comprehensive support to the Operations Department, and is the acting fundamental resource for materials and delivery status company-wide. With on-time delivery a priority, this position requires high attention to detail, executing operational duties with expert level efficiency and providing innovative resolutions for all transportation issues. The logistics coordinator will have to meticulously monitoring/tracking shipments, and courier expenses. Ensures quality assurance checks are completed and maintained. A strong ability to evaluate and assist the department with cost effective logistic solutions to improve transportation costs. Essentially responsible for monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
Duties and Responsibilities	1. Process all required paperwork and maintain adequate records for reporting and tracking. 2. Data entry in Oracle Sales order shipment of actual items picked cross-referencing against the Pick List(s) / Pick Waves 3. Generate Customs paperwork for US and International shipments 4. Schedule daily transportation requirements with different carriers/couriers. 5. Assist with receiving, sorting and distributing incoming shipments 6. Review and monitor the daily shipment schedule in the Oracle Warehouse Operations; prepare and schedule shipments as assigned. 7. Track shipments and verify receipts of shipments upon request for customer and inter-company 8. Monitor inventory of shipping materials and supplies; prepare purchase requisition for supplies required 9. Report any discrepancies to immediate supervisor. 10. Ensure that shipments contain proper documentation and item lists are accurate and complete. 11. When required, use Agile to assist with the receiving of inspection items, and log NCR's for product that does not meet ordered specifications 12. Maintain organization and filing of shipping documents. 13. Problem solve for any cases of missing documents, shipments and deliveries. 14. Maintain organized work area according to policies, procedures and safety regulations. 15. Perform other duties as assigned. 16. Goods Receipt input into Oracle Cloud

	17. Scanning waybills into Oracle Cloud

Competencies	
Education	Post-secondary degree/diploma in international logistics or equivalent work experience required 1-2 years' experience in logistics operations or shipping and receiving Good computer skills in MS Office (Word, Excel and Outlook) and strong aptitude to learn new software.
Certifications	Post-Secondary degree / diploma
Key Attributes **(experience, skills and technical knowledge)**	1. Online shipping, tracking and receiving experience utilizing FedEx, UPS, Purolator and DHL. 2. Knowledge of filling out waybills and bills of landing and international shipments. 3. International shipping, NAFTA, Harmonized Tariff Code experience an asset. 4. Ability to weigh and measure items. 5. Working knowledge of safe packing methods. 6. Able to communicate both verbally and in writing. 7. Experience in the manufacturing industry preferred. 8. Working experience in Shipping and Receiving role preferred. 9. Able to work efficiently as a part of a team as well as independently. 10. Computer literacy, including working skills of Word, Excel and Outlook 11. Attention to detail in all areas of work. 12. Exceptional organization 13. Ability to multi-task 14. Good organizational, time management and prioritizing skills. 15. Strong work ethic and positive team attitude. 16. Oracle ERP Knowledge is an asset