

<b>Description</b>	
<b>Job Title</b>	Operations Coordinator
<b>Reports to Title</b>	Director of Operations
<b>General Accountability</b>	<p>Our mission is to Profoundly change the standard of care by creating a tomorrow where clinicians can confidently ablate tissue with precision; a tomorrow where patients have access to safe and effective treatment options, so they can quickly return to their daily lives. Changing the standard of care is part of our fabric. We are a group of energetic, problem-solvers focused on innovation, and looking to change the world. If you want to make a Profound impact with your career, here is your chance.</p> <p>The Operations Coordinator is responsible for the end to end receiving and shipping process, as well as the overall monitoring process of incoming deliveries, outgoing shipments and courier documentation. The Operations Coordinator provides support to the Operations team on daily activities assigned by the Operations lead. They are someone who has a takes ownership and demonstrates exceptional attention to detail with a strong commitment to both problem resolution and providing efficient customer service.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Process required paperwork and maintain adequate records for reporting and tracking</li> <li>• Prepare Customs paperwork for US and International shipments</li> <li>• Schedule daily transportation</li> <li>• Assist with receiving, sorting and distributing incoming shipments</li> <li>• Data entry in Oracle Sales order shipment</li> <li>• Track shipments and confirm orders</li> <li>• Prepare purchase requisitions</li> <li>• Order shipping materials and supplies</li> <li>• Ensure that shipments contain proper documentation and item lists are correct</li> <li>• Be responsible for logging NCR for product that does not meet ordered specifications</li> <li>• File shipping documents in an organized system</li> <li>• Maintain organized work area according to policies, procedures and safety regulations</li> <li>• Goods Receipt input and scanning waybills into Oracle Cloud</li> <li>• Report any discrepancies to immediate supervisor</li> <li>• Perform other duties as assigned</li> </ul>
<b>Competencies</b>	
<b>Education</b>	Diploma in International logistics is an asset 4 years' experience in operations co-ordination
<b>Certifications</b>	Post-Secondary degree / diploma

**Key Attributes  
(experience, skills and  
technical knowledge)**

- Experience filling out waybills and international shipments
- NAFTA, Harmonized Tariff Code experience an asset
- Effective communicator in order to ensure effective customer service and support
- Online shipping, tracking and receiving DHL, FedEx, Purolator, and UPS
- Ability to work as a team player as well as independently
- Ability to prioritize on-time deliveries and multi-task
- High attention to detail
- Expert level efficiency and providing innovative resolutions for all transportation issues
- Ensures quality assurance checks are completed and maintained
- Experience with weighing and measuring items, and knowledge of safe packing methods
- Excellent organization and time management skills required
- Strong ability to implement cost effective logistics to improve transportation costs
- Good MS Office skills (Word, Excel and Outlook)
- Good verbal communication and writing skills
- Shipping and receiving role and/or Manufacturing industry is preferred
- Oracle ERP knowledge is an asset