

Reference number: S0004

POSITION SUMMARY

As a Logistics Coordinator, reporting to the Director of Logistics, your primary responsibility is to provide and facilitate the supply chain operations of our company. The ideal candidate should have solid communication skills and be able to work with major US/Canadian retailers and have a customer-oriented approach.

KEY RESPONSIBILITIES

- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management
- Issuing POs to Vendors
- Arrange Inspections
- Coordinating Shipping Arrangements
- Preparing or gathering Shipping Documents
- Reading, updating and sharing the customer's requirement with Vendors and others within the organization
- Keep/track log of PO status

REQUIRED SKILLS / EXPERIENCE / EDUCATION

- Excellent communication skills in English both written and verbal
- French communication skills and written would be considered an asset
- Multi-tasking experience in a fast-paced environment
- Excellent organization, planning and time management skills
- Self-starter, proactive, and display initiative
- Good knowledge of MS Office program, Excel, EDI and ACCPAC/SAGE 300 accounting system
- Detail-oriented and able to work with minimal supervision
- Must work well independently, as well as within a team environment
- Knowledge of the Canadian Border Service Agency
- Requires a Post-Secondary Education or equivalent experience
- Minimum of 3-5 years of previous experience in a similar setting
- Ability to work comfortable in a fast-paced, built around team concepts and structures and the ability to deal with constantly changing internal and external environments

Job Type: Full-time

PLEASE INCLUDE SALARY EXPECTATIONS IN YOUR COVER LETTER. THANK YOU

Location: - Near Downtown Montréal, QC

Send your CV to hr@sensiobrand.com