



## **Job Description**

**Title:** Logistics Coordinator

**Reports To:** Director Inventory & Logistics

**Job Type:** Full-time, Permanent

## **Summary**

The Logistics Coordinator is responsible for monitoring shipments and maintaining customs compliance. The candidate will perform data review and liaise with carriers, custom brokers and internal departments to ensure shipments arrive at their destination within the required timeframes.

## **Responsibilities**

- Monitor inbound, outbound, and return shipments on a daily basis
- Ensure shipment paperwork is compliant with company policies
- Mediate with carriers to resolve any logistical issues
- Create and manage shipment claims with carriers and troubleshoot shipment issues
- Review freight invoices and analyse data
- Perform data entry for import and export documentation
- Liaise between internal and external customers to satisfy any brokerage requirements
- Participate in defining and implementing new logistics processes within the company
- Assist with inventory management as requested

## **Qualifications**

- Bilingual in English and French
- Post-secondary Degree, Diploma or Certification
- Strong computer, interpersonal and trouble shooting skills
- A minimum of 3 years experience in a logistics, supply chain or customs brokerage

**Job Posting Date:** February 1<sup>st</sup>, 2018

**Submit resume:** [careers@wainbee.com](mailto:careers@wainbee.com)

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