

Job Outline for Logistics Coordinator

November 17, 2020

At S3 Manufacturing, the Logistics Coordinator is responsible for all aspects of routing, shipping and tracking of orders.

Job Overview:

- Arrange freight for all outbound shipments
- Source/negotiate competitive freight rates from various freight companies
- Stage product scheduled to ship to customers
- Complete all paperwork for shipments (Bill of Lading, Packing Slips, Customs paperwork as required)
- Safe and efficient loading of finished product onto trucks/trailers
- Safe and efficient unloading product from trucks/trailers
- Inventory control
- Organize the proper storage of jigs, fixtures, and customer product in the yard
- Safe operation of Forklift

Requirements:

- Grade 12 Diploma or equivalent
- Previous comparable experience
- Competent in the safe operation of a forklift
- Ability to measure and record information accurately
- Experience with MRP systems
- Proficiency with Microsoft Outlook, Word, and Excel programs
- Comfortable with multi-tasking and working without constant supervision
- Ability to count, measure and record information accurately
- Positive and cooperative team player
- Ability to communicate effectively

Why work with S3?

Challenge, variety and opportunities to grow are characteristic of every position at S3. We also provide:

- Competitive salary
- RRSP matching and bonus programs
- Challenging, respectful work environment
- Comprehensive benefits package
- Educational & health allowances
- Advancement opportunities

Please apply by email to careers@S3mfg.com.