

**S3****MANUFACTURING****S3****AIR SYSTEMS**Email: careers@S3mfg.com

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Job Outline for Logistics Coordinator

January 11, 2021

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 | • Comprehensive benefits package |
| • RRSP matching and bonus programs | • Educational & health allowances |
| • Challenging, respectful work environment | • Advancement opportunities |

Please apply by email to careers@S3mfg.com.