

MAKE. CREATE. INNOVATE.

POSITION SUMMARY:

The Logistics Coordinator is key member in the Shipping and Receiving Department. This role has multiple responsibilities from coordinating outbound customer orders, to booking inbound shipments ensuring cost-efficient, accurate and timely delivery of our products.

WHAT IS IN IN FOR YOU:

- Work in an incredible space with amazing people who are passionate about maintaining a healthy and positive work environment.
- Competitive compensation and profit sharing
- Training and development opportunities
- Fitness facility
- Great dining space which includes kitchen stocked with healthy snacks
- Health, Vision and Dental Benefits
- RRSP matching program
- The opportunity to work with a fun and growing organization
- Room for growth and advancement
- Casual business dress environment
- Regular employee appreciation events
- Amazing supportive culture!

WHAT YOU WOULD DO:

- Quoting on export and import services and all modes of Transportation & Logistics.
- Preparing documents for air, ocean, courier and truck freight shipments.
- Coordinating with carriers, customs brokers and clients to effectively complete each shipment on time.
- Constant follow up, expediting and tracing.
- Provide and support all service requirements.
- Ensure shipments are delivered on time
- Obtain rate quotes from vendors
- Communicate with customers to ensure shipping needs are met
- Provide sales team with regular updates on shipments

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WHAT YOU WILL BRING TO THE TEAM:

- At least 2 years' experience working with customs
- Strong written and verbal communication
- Excellent time management skills
- Customer service and solution oriented
- Able to identify and resolve problems on a day-to-day basis.
- Knowledge of Windows applications and Microsoft Office programs such as Word and Excel

HOW TO APPLY: If this role is of interest to you, please send your resume to careers@redwoodplastics.com

Job Type: Full-time