

Job Description: Logistics Coordinator		
Location: Vaughan, ON		Reports to: Controller
Level/Grade: Intermediate	Type of position: Full-time	Hours: 8:30am – 5:00pm
<p>Company Overview:</p> <p>Calibre is a leading supplier of single-use and disposable packaging products. We have become an industry expert that provides our customers with smart solutions to save them time and money. With over 5000 products from over 300 manufacturers, Calibre is well positioned as a single source supplier for any food packaging need. Product selection covers all materials, including plastic, paper, foil, or foam, and we specialize in custom branding. Calibre delivers across Canada and the United States. With our own fleet of trucks, coupled with extensive logistics networks we will get your products where you want them, right on time.</p>		
<p>The Role:</p> <p>Calibre is looking for an experienced and motivated Logistics Coordinator to join our growing team. Reporting to the Controller, the successful candidate will be in charge of coordinating and facilitating freight movement in and out. You will be working with other team members and will be required to communicate with carriers and provide optimal impeccable service making sure the freight is picked up and delivered on time.</p>		
<p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Prepare and schedule daily customer delivery route and delivery appointments ○ Coordinate with 3PL Carriers to ensure that shipments are delivered on time, manage time sensitive deliveries, track shipments and investigate and process claims ○ Obtain and negotiate rate quotes with transportation resources (road, rail and sea) ○ Rectify problems such as damages and shortages that happened during transport ○ Ensure all required domestic and international paperwork is accurately completed, filed and communicated to all necessary parties ○ Document and escalate any customer service issues and/or shipping/receiving errors ○ First point of contact for all drivers ○ Provide clear, friendly and concise communications with own drivers, carriers and customers ○ Provide the sales team with regular updates on shipments ○ Perform regular material warehouse audits to ensure that material is undamaged and maintained neatly throughout the warehouse and periodic audits in shipping docks that truck loading is correct, consistent and accordance with work orders ○ Record pallet movement in spreadsheet and report to internal and external partners ○ Manage list of 3PL vendors and monitor, measure and provide feedback on carrier performance ○ Other duties as required and assigned 		

Required Skills & Abilities:

- 3 – 5 years of Logistics Coordinator experience
- Degree or Diploma from post-secondary institution
- Excellent spoken and written English communication skills. Strong with email communication
- Experience coordinating freight in and out
- Knowledge of truckload and less than truckload pricing in the Canadian/US marketplace
- Excellent problem solving and decision making skills with the ability to work in a team environment
- Working knowledge of Load Link and similar transportation operation programs is an asset
- Superior customer service skills with a proficiency in trouble shooting and resolving issues quickly
- Persistent; takes initiative to get the job done in the most efficient way
- Able to work in a fast paced environment with changing priorities and respond to tight deadlines
- Forklift license is an asset
- Excellent in MS Excel and other MS Office products

Remuneration & Benefits:

- Salary range between \$40,000 to \$55,000 annually based on experience
- Eligibility for a performance based bonus
- Full health benefits, including dental and vision care
- Two weeks paid vacation
- Friendly and professional office environment

If you are interested in joining a dynamic and rapidly growing organization, submit your resume to careerwithcalibre@gmail.com today!

Job Conditions/Complexity:

Requires the ability to lift up to 25 lbs., work on the computer for prolonged periods of time and walk uninterrupted for periods of up to 60 minutes throughout the warehouse. Candidates will be required to provide their own steel-toed shoes/boots.

Calibre is committed to providing reasonable accommodations to applicants, candidates and employees with disabilities, in accordance with applicable human rights legislation and, in Ontario, in accordance with the Accessibility for Ontarians with Disabilities Act ("AODA"). When requested, accommodations will be provided throughout all stages of the recruitment and selection process. To request an accommodation please contact Human Resources. Information you provide relating to accommodation measures will be handled confidentially.

We thank all candidates for their interest and application. Please note that only candidates who are selected for an interview will be contacted.