



## POSITION DESCRIPTION

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<b>POSITION:</b>	<b>LOGISTICS CO-ORDINATOR</b>
<b>LOCATION:</b>	<b>BRAMPTON</b>
<b>DATE:</b>	<b>January 2021</b>

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### PRIMARY PURPOSE AND FUNCTION:

The Logistics Co-Ordinator prepares paperwork for domestic and international shipments for Renin's duty drawback program. This includes tracing shipments from point of origin to final destination, matching customs entries with shipments, and identifying which shipments qualify under the drawback program.

### NATURE AND SCOPE OF POSITION:

The position of Logistics Co-Ordinator is an individual contributor responsible for work assigned by others (supervisor, management etc.). It reports directly to VP, Operations.

The incumbent interacts with co-workers and supervisors.

Thinking challenges and problem solving would typically be routine. Decisions made would normally impact transactions in the short term.

The position has limited freedom to act because work usually follows standardized practices and procedures, and unusual problems are referred to an immediate supervisor.

### MAJOR RESPONSIBILITIES:

- Prepares shipment paperwork for entries to be submitted for duty drawback, including purchase orders, transfer orders and customs documents.
- May maintain department database, prepare routine reports, and file shipping records.
- Follows established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety standards.

### QUALIFICATIONS:

**Formal Education:** High School diploma.

**Knowledge/Skills:** The position of Logistics Co-Ordinator requires a basic understanding of all relevant company procedures. The Shipping Logistics Co-Ordinator must have a cooperative and flexible attitude, strong attention to detail and the ability to multi-task and meet deadlines.

Experience working with an ERP or WMS system an asset. Strong skillset using Microsoft Excel required.

**Communication Skills:** The incumbent must possess strong oral and written communication skills in order to communicate with carriers, customs, supervisors and co-workers etc.

**WORKING CONDITIONS:**

There is moderate stress involved due to the requirement to meet timelines and budgets. There is regular need to keep close attention to detail, such as forms and reports.

The Logistics Co-Ordinator performs most tasks in a seated position while working at a PC.

NOTE: This job description is not intended to be all-inclusive. Employees may perform duties as negotiated to meet the ongoing needs of the organization.

**To apply, please send your resume to [careers@renin.com](mailto:careers@renin.com) with the subject line “Logistics Coordinator”.**