

Food Industry Recruiters

Andrew Gravely, B.A. Econ., Hons.

Job Title:

Purchasing / Import Logistics Inventory Coordinator for a Food Importer Manufacturer

Job description

looking for an experienced Purchasing / Import Logistics Inventory Coordinator with SCMA designation desirable with the following experience

Responsibilities:

- Overseeing all supply chain operations.
- Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures.
- Reviewing, preparing, and routing purchase orders.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity.
- Addressing and resolving shipment and inventory issues.
- Liaising and negotiating with suppliers and retailers.
- Answering customer queries.

Purchasing / Import Logistics Inventory Coordinator Requirements:

- High school diploma/GED required.
- Degree in business administration, logistics or related field SCMA designation preferred.
- 2+ years of experience in logistics management would be an asset.
- Working knowledge of legal regulations and ISO requirements.
- Excellent communication and negotiation skills.
- Proficiency in Microsoft Office and logistics software.
- Good management and organizational skills.
- Strong problem-solving skills.
- Inventory Management experience
- Packaging and production experience would be an asset
- Experience with Ocean/Rail/Trucking freight is a must. (2-3 years)
- Dealing with Customs and Customs brokers for shipment clearance.

Job Type:

Full-time Salary: \$60,000.00 - 65,000.00 per year

Benefits:

- Casual dress
- Company pension
- Extended healthcare
- On-site parking
- RRSP match

Send resumes to: andrew@foodindustryrecruiters.ca or
Phone anytime to 9:30 PM Daily 416-733-2696