



## **Logistics Coordinator**

ReVital Polymers Inc. is seeking an experienced **Logistics Coordinator** for its Sarnia, Ontario facility. Sarnia is a family friendly city at the base of Lake Huron, with all season activities including miles of white sandy beaches, easy accessibility to major league sports teams, and recreational & cultural events.

If you are seeking a career with an innovative team where you can help North American companies improve their environmental footprint by reducing their use of non-renewable resources, then you will find ReVital Polymers a reliable career partner. We are a leading supplier of post-consumer commodity resins for the commercial, industrial and automotive industries.

Reporting to the Supply Chain Administrator, the Logistics Coordinator is responsible for all of the administrative and support requirements in the procurement of commodities and services to be used by the organization and for all on-time shipments of finished goods to customers. The successful applicant, through their logistical support, will ensure the availability of all necessary materials and services required to support the manufacturing process. Duties include monitoring and reporting of on-site day to day warehousing quantities and working with logistics staff to ensure on-time customer deliveries are achieved.

### **Duties and Responsibilities:**

- Provide logistical and analytical support services to the Supply Chain Administrator and the Chief Commercial Officer.
- Responsible for complete order management (origin to destination) while ensuring data integrity is high when building, managing and completing orders
- Plan monthly expenditures for products or services with Chief Commercial Officer. Reconcile amounts against available budget, adjusting accordingly
- Assist in the preparation and administration of bids, requests for quotes, requests for proposals, requests for information, and other vendor documentation as required
- Working with the Supply Chain Administrator, improve efficiency by analyzing Key Performance Indicators and developing strategies and recommendations for improvements.
- Secure haulers, establish delivery schedules, monitor shipping/receiving and transportation progress and contact clients and suppliers to resolve issues
- Perform daily review of pending shipping orders to ensure they are being shipped in an effective and timely manner.
- Communicate with other Operations department members regarding customer needs and carrier capabilities
- Responsible for the oversight, scheduling and coordination of all transportation services to and from the Sarnia, Ontario site.
- Monitor, report and administer trucking costs within the company budgets.

- Dispatch trucks by organizing, analyzing and overseeing the assigned work load in order to provide a high level of customer service while achieving all budgetary targets.
- Place purchase orders ensuring flow of inventory that guarantees optimum stock levels and meets turnover goals
- Process and record all shipping/receiving documents/data using established protocols
- Work with warehouse staff, ensuring that all receiving of material is conducted in a timely and safe manner
- Responsible for establishing a communication flow between suppliers, Logistics and A/P to ensure timely and accurate payments to suppliers.
- Assist and support in the management of supplier quality issues including return material authorization, cause and corrective action documentation and supplier credits.
- Communicate with transportation providers to ensure timely pick up from suppliers and delivery to customers end-order fulfillment
- Stay current with internal and external factors impacting logistics/procurement function

### **Knowledge and Skill Requirements:**

- University Degree or College Diploma in Business Management/Finance/Operations or a related field
- Progress towards, or completion of Supply Chain Management Profession or related studies
- 2+ years' experience as a Logistics Coordinator/Administrator or related
- Warehouse management or administration experience will be considered a strong asset.
- Strong understanding of fundamentals of supply chain management: forecasting, planning, order replenishment strategy
- Strong communication skills through written, verbal, listening and presentation skills, creating reports, correspondence, contracts, requests, bids, and other related documents
- Proficiency with Microsoft Excel, Word and PowerPoint
- Excellent interpersonal skills with a well-defined sense of diplomacy, including conflict resolution and people management skills
- Ability to maintain confidential information
- Demonstrated excellent problem solving, analytical and organizational skills
- Able to build and maintain lasting relationships with key business partners.
- Excellent attention to detail, and the ability to work independently or under pressure to meet tight deadlines.

Qualified candidates, please send your resume and covering letter to:

Luciano Corbo – Human Resources Manager

[Luciano.corbo@revitalpolymers.com](mailto:Luciano.corbo@revitalpolymers.com) quoting job posting #01-2019

***ReVital Polymers thanks all applicants for their interest however only qualified candidates will be contacted***