

Internal Job Posting

Job Position: National Logistics Coordinator (NLC)

Reports to: Director, Logistics

Location: Oakville, ON

Posting Date: July 10, 2017

Expiry Date: August 10, 2017

Job Summary:

The goal of this person is to support logistics management nationally in order to increase on-time performance, reduce freight costs, and establish transparency throughout the organization. The ideal candidate is a well-rounded professional with a practical and theoretical understanding of Supply Chain principles. The NLC will work as an on-boarding specialist to implement a new Freight Audit & Freight Management Program that will enhance our performance in relation to our customers—not just move people through a process, but to provide a service of the highest caliber.

This role will have a range of functions, such as managing the small parcel program, problem-solving issues that may arise, such as delays at customs, and work closely with our current freight management provider and other service providers to facilitate the movement of inbound and outbound shipments that include appointment management and scheduling. As such, the right candidate for the role must be familiar with the aspects of domestic and international modes of transportation as well as the accompanying documentation like bills of lading, TDG and NAFTA. Furthermore, the NLC must possess the ability to comprehend dimensions, weight requirements, and shipping strategies when coordinating the ideal method of shipment.

The NLC will act as the liaison between Carriers, Customs Brokerage, US and Canada Boarder Agencies handling all customs-related inquires across all businesses units. In light of this, the right candidate will be an excellent communicator, possessing strong time-management and organizational skills to meet KPIs.

Another aspect of this role will be assisting in the documentation and development of standard operating procedures and best practices in an effort to improve lead times and cost efficiency.

Job Responsibilities:

Logistics

- Oversee the NLP (National Logistics Program)
- Developing SOP's (Standard Operating Procedures)
- Problem solve as issues arise, working with our CDN Operations Teams, Sales, and/or Administrations in order to resolve
- National Administrator for the Konstant's Freight Audit and Transportation Management System

- Work closely with our carrier pool (asset based/brokerage) and other service providers to facilitate the movement of inbound and outbound shipments (Domestic/International).
- Mentoring, coaching and training shippers throughout the Company ensuring a developmentally and productive environment.
- Plan, schedule, verify and maintain all records, KPI's and scorecards for review by senior management
- Assist in developing best practices within the Logistics Department to improve lead times and cost efficiency.
- Understand current industry market conditions and communicate any carrier issues that might impact operations as a whole.

Customs

- Act as the liaison between Carriers, Customs Brokerage, US and Canada Boarder Agencies handling all Customs related inquires across all businesses units
- Support all offshore Customs imports
- Coordinate all online training/webinars
- Assist Konstant with NAFTA Certificates and country of origin information for purchases

Job Requirements:

- Proficiency in JDE
- Ability to identify problems, collect data and establish facts
- MicroSoft Office- Intermediate Level, Advance in Excel
- Strong interpersonal and communication skills and the ability to work effectively with branch departments.
- Ability to foster a cooperative work environment.
- Knowledge of Transportation Management Systems
- Transportation Principles
- Monitoring and assessing performance
- Critical thinking, judgement and decision making
- Strong business acumen
- Strong with Mathematics

Working Conditions:

- The employee is occasionally required to stand, walk, sit, and reach outward.
- The employee is occasionally required to reach above shoulder, climb, squat, kneel and bend.
- The employee may be required to push/pull 10lbs
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.
- Work is normally performed in a typical interior/office/warehouse work environment
- 5-10% travel – Initially (12-24 months) up to 20% travel during the implementation phase of the RFP
- **Please contact Jeanette Verhovany in Human Resources if you are interested in applying for this position. If you have a candidate referral, please send along their resume to jeanette.verhovany@konstant.com, thank you.**