



THOMPSONS

POSITION VACANCY

JOB POSTING #: 19-04-015-06S-LOC-01
POSTING TERM: APR 2 – APR 16, 2019
POSITION: LOGISTICS COORDINATOR
REPORTS TO: FOOD PRODUCTS MANAGER
STATUS: FULL TIME
LOCATION: BLENHEIM, ONTARIO

DUTIES & RESPONSIBILITIES:

- The Logistics Coordinator is responsible for supporting all sales, wholesale customers and branch inventory movement within parts of the Bean department.
- This position is accountable to support sales and branch efforts to ensure that Thompsons Limited grows and maintains an efficient well organized logistics team.
- Focus on supporting sales thru customer support in the following areas; freight negotiations both truck, containers and rail, data collection, inventory control and customer requests.
- Achieves logistic operational objectives by contributing and supporting sales, supporting strategic plans and reviews; preparing and completing action plans; implementing scheduling, increase productivity and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change.
- Identify and implement continuous improvement of processes and policies in support of organizational goals; formulate and implement departmental and organizational policies and procedures to maximize output; monitor adherence to rules, regulations and procedures.
- Maintain a healthy and productive working environment.
- Monitor, manage and improve the efficiency of all communication processes within the Department and branch level.
- Thompsons Limited is committed to ensuring a safe work environment at all times. The Logistics Coordinator is accountable to know and understand the Company's health and safety rules and regulations.

SPECIAL JOB REQUIREMENTS:

- A high level of customer service through verbal and written communications skills
- Must be self-motivated with strong organizational skills
- Willing to work overtime during the busy seasons, and meet deadlines
- Must have strong computer skills and software knowledge such as MS Word, MS Excel, MS Outlook

QUALIFICATIONS REQUIRED:

- Candidates must have a post secondary degree. Ideally, candidates must have experience in logistics, especially in priority management, inventory control, quality management and operating efficiency.

TO APPLY:

Please indicate both Job Posting # and position when sending your resume to recruitment@thompsonslimited.com. Your application must be received prior to 5:00 pm on the last day of posting term noted above.

THOMPSONS LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER

If you require any accommodations please contact us.