



<https://intscanada.com/job/logistics-coordinator/>

INTS-Logistics Coordinator

Description

Stella-Jones is North America's leading producer of industrial pressure-treated wood products. Responding to the vital infrastructure needs of our economy, we manufacture and distribute railway ties, utility poles, residential lumber and industrial wood products across the continent. The Company's common shares are listed on the Toronto Stock Exchange (TSX: SJ).

Stella-Jones recruits team members who embody our core values and desire an environment where growth is inspired, dedication is recognized, and achievement is rewarded. Our ever-expanding footprint provides a great prospect for career advancement as we seek to develop our emerging leaders.

Summary

This position is responsible for performing daily inbound and outbound shipping functions, creating accurate shipping documents, and maintaining records of all products shipped and received.

Responsibilities

- Manages and schedules incoming/outgoing freight as required.
- Creates shipments and routes freight to customer destinations.
- Records shipments in dispatch software, generating all required paperwork for shipments (bill of lading, customs papers, freight charges, etc.)
- Forwards paperwork as necessary to all appropriate individuals, internal and external.
- Prepares shipments documents for inventory transfer to other Stella-Jones facilities.
- Verifies outbound freight against bill of lading in conjunction with plant personnel to ensure the accuracy of documents.
- Manages CAN/US intercompany shipments.
- Audits freight invoices and dispute as required.
- Enter freight accruals into dispatch software.
- Monitors railcar pipeline and demurrage charges.
- Tracks detention for truck shipments.
- Assigns carriers to shipments, follows up on deliveries and monitors carrier performance.
- Collaborates with sales, operations, and transportation team to optimize efficiency.
- Monitors the order file to maintain on-time shipments.
- Resolve issues related to service deliveries, claims, directions, driver paperwork, Transport Canada regulations and permits.
- Communicates (delays/issues) Proactively provides updates to sales staff and customers regarding any shipment issues or delays.
- Performs the work safely according to applicable codes, standards and to Stella-Jones health and safety program.
- Provides freight quotes as needed for new business.
- Works with transportation management team to expand carrier base as business needs require.

Hiring organization

INTS Consulting

Date posted

2023-09-18

