

THE JOB

Logistics Coordinator for a dynamic, award-winning remanufacturing and distribution company.

This role is focused on booking and tracking various modes of transportation in support of our internal and external customers. The candidate has an entrepreneurial spirit and is motivated to generate new sources of supply and develop within our current Logistics Team.

This position reports to the Director – Purchasing & Logistics.

DUTIES & RESPONSIBILITIES

- Increase and develop new supply
- Build and dispatch loads efficiently
- Stay current with transportation prices and trends
- Consistently follow up on loads booked and shipped
- Source and book various forms of transportation
- Proactively inform sales personnel of opportunities based on availability
- Assist team members with daily tasks
- Perform administrative duties as required
- Help develop systems to streamline workflow and processes
- Assist in reporting on and achieving all logistics KPIs
- Ensure that Weston Forest is the customer of choice for our suppliers
- Improve profit margins by sourcing from various companies
- Negotiate prices fairly, but firmly, always in alignment with Weston Forest values
- Update supplier and potential supplier lists in the Transportation Management System
- Contact vendors on a daily, weekly, or monthly basis, as appropriate, to stay abreast of opportunities
- Assist in resolving discrepancies on loads, always in alignment with Weston Forest values
- Travel throughout North America (when it is safe to do so) to visit current or potential suppliers
- Ensure that our internal customers love doing business with us
- Carry out responsibilities in accordance with company core values, policies and applicable law
- Participate in training and cross-training initiatives
- Represent Weston Forest and Open Road at North American trade shows

KNOWLEDGE & SKILLS REQUIRED

- Must have exceptional interpersonal and communication skills
- Experience in the transportation or 3PL industries an asset
- Strong knowledge of North American geography is an asset
- Bilingual (French) an asset
- Entrepreneurial mindset with strong business ethics
- Outstanding capacity to learn
- Excellent analytical skills
- Extremely organized
- Team player
- Strong work ethic
- Positive attitude
- Proactive and a doer
- Excellent problem-solving skills
- Good follow-up skills and attention to detail
- Must have a valid Passport and be able to travel into the United States
- Strong working knowledge of Windows, Word, Excel and Outlook

All candidates are required to be fully vaccinated.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more