



**JOB TITLE: Logistics Coordinator**

**COMPANY: Coulson Aircrane Ltd.**

**REPORTS TO: General Manager, Stores Manager**

**Coulson Aircrane**

**Logistics Coordinator**

**KEY PURPOSE.**

This full time position has been created due to the rapidly expanding company in Port Alberni, B.C. We are searching for a hardworking, energetic candidate with a very strong attention to detail to be involved in all logistical aspects.

**Key responsibilities and accountabilities:**

- Coordinate the inbound and outbound movements of aeronautical parts and accessories, aircraft, and raw materials
- Coordinate with vendors/suppliers, customers, raw material suppliers, transportation service providers, customs brokers and ports to ensure that all shipments moving are being delivered as planned
- Track and trace inbound and outbound shipments to various warehouse locations, vendors/suppliers, customers, and Sales Offices and update system accordingly
- Issue shipping instruction and provide routing instructions for finished goods and raw materials
- Analyze and formulate logistics solutions for new trade lanes and expediting shipments
- Create and maintain monthly and yearly inbound and outbound statistics and key performance indicator (KPI) reports to ensure service levels are maintained
- Work with various departments to ensure steady flow of information throughout our supply chain.
- Improve logistics process wherever possible to maximize efficiency and improve service to internal and external customers.
- Investigate and file claims for lost or damaged product against transportation carriers, forwarders, and service providers
- Identify issues/gaps in vendor performance and escalate to leadership for resolution if necessary
- Update various departments with inbound and outbound shipments.

**Required experience, education and/or skills**

- Logistics or Supply Chain experience with an asset.
- Strong organizational skills
- Detail orientated, able to multitask, with a high level of creativity
- Proficient with Microsoft Office programs
- Flexible and adaptable
- Grade 12 or equivalent

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COULSON FOREST PRODUCTS LIMITED COULSON MANUFACTURING LTD. COULSON AIRCRANE LTD.

COULSON AVIATION (USA) INC. COULSON AVIATION (AUSTRALIA) PTY. LTD.