

LOGISTICS COORDINATOR

We're passionate about play. We believe that bringing play to communities makes the planet more livable and socially just. With thousands of installations across the world, we're excited to be a part of the movement toward a healthier, happier, global community by offering innovative aquatic play solutions designed for developing minds, thrill seekers, budding explorers, and the young at heart.

Our work culture is important to us and we believe that with a team of people who **CARE** we can achieve amazing things. From tacking a weld to putting the final touches on a piece of ad copy, we believe that every task we undertake is important and deserves our utmost **COMMITMENT**, an **ATTITUDE** that anything is possible, mutual **RESPECT**, and a level of **EQUALITY** that invites collaboration.

We're always looking for exceptional people to join the Waterplay Group of Companies. If you like working in a fast-paced, dynamic environment, have a passion for play, and truly **CARE**, then we'd love to hear from you.

Position Overview:

The Logistics Coordinator is responsible for shipping orders to their required destinations in a timely manner, on budget and without damage. In addition to order processing, the Logistics Coordinator will manage shipment administration duties and assist in inventory management. This is a full time permanent position.

Key Responsibilities:

Logistics

- Secure and negotiate rates with established carriers
- Source new carriers for better prices and service when required
- Quote freight on upcoming and existing projects to Sales
- Manage insurance claims with carriers and communicate information to Accounting
- Process orders and invoices daily
- Code vendor invoices for Accounting when required

Shipping

- Complete documentation for all shipments (domestic and international)
- Coordinate shipments (ground/ocean/air)
- Communicate pick-up and deliveries for all inbound and outbound shipments
- Communicate shipment information on a daily basis to interested parties
- Special project shipping (ex. for trade shows & events)

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Other

- Ensure staff follow department SOP's
- Ensure stock of manufactured items is sufficient to meet requirements
- Organize courier for warehouse as needed
- Maintain petty cash

Inventory

- Ensure inventory is consistent in computer system
- Help maintain accurate bin location system
- Work with the Operations/Fabrication Manager and Controller to assist with inventory counts
- Maintain Shipping and Receiving procedures to ensure inventory and shipment accuracy

Parts & Warranty Order

- Process all parts orders
- Communicate with Project Support for inbound and outbound parts and warranty orders
- Receive Return Material Authorizations when applicable

Operations

- Set ship dates on orders, advise internal personnel of any changes once set
- Receive all product into Visual computer system from suppliers
- Issue all parts on work orders
- Receive completed internal work orders
- Review Inventory requirements of fabricated stocked product weekly and advise Production Coordinator of shortages

Required Experience & Qualifications

Education:

- APICS certification an asset
- High school diploma with 5 years of experience in logistics/shipping

Experience:

- Previous experience in logistics involving domestic and international shipping
- Experience in international customs requirements, CAED software & international forwarding
- Previous experience in a manufacturing environment is considered an asset

Skills:

- MS Office suite

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- Experience with Visual ERP software
- Organized and able to multitask in a busy manufacturing environment
- Strong communication skills
- Able to maintain tasks for others and meet communicated timelines

Please send your résumé with cover letter to careers@waterplay.com with “Logistics Coordinator” in the subject line or via mail to:

Attention: Careers
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