

SALES /SERVICE/LOGISTICS CO-ORDINATOR

SALES /SERVICE/LOGISTICS CO-ORDINATOR required for a small west island company (Access to Public Transportation). A Minimum of 5 years' experience is required. English and French communication skills are essential. Mandarin language is an asset.

Responsibilities include:

A) CUSTOMER AND SUPPLIER CORRESPONDENCE

- Photograph new products, tag, sample distribution
- Keep the website updated
- Daily e-mails and phone calls between customers, suppliers and sales reps. Exchanging product information such as inventory levels, product availability, container progress, quotes and general info on the parts.
- Relay any leads from customers and reps to factories for quotation

B) SUPERVISION

- Supervision and training (when necessary) of shipper/receiver.
- Control of shipping/receiving department including organization of inventory appointment times, etc.

C) INVENTORY LEVEL CONTROL

- Maintenance of computerized Inventory System – Printing inventory monthly
- Print out once weekly “to order list” from the inventory program, review and take action where necessary.
- Review and Adjust weekly the “Big 5” Spreadsheet. Send back to the customer for their comments.
- Place purchase orders based on customers’ orders, forecasts or buying trends the customer has supplied.
- Co-work with controller for the payment for the suppliers
- Stay in contact with FTN for information on incoming shipments.
- Prepare “Cycle Count” lists for coworkers.
- Oversee the day to day workings of the warehouse and solve any issues that may come up
- Organize the groups during Inventory count in February.

D) RECEIPT OF GOODS INTO THE INVENTORY

- Review receiving slip and match it to either the suppliers Commercial Invoice or purchase order.

- Enter the goods according to purchase orders with the suppliers, print out the inventories programs receiving report and print out the back order

E) PURCHASING

- Purchasing of merchandise (coordinated with President and Vice president), including correspondence with suppliers regarding all aspects of incoming merchandise
- Co-work with controller for payment to suppliers

F) WAREHOUSE RESPONSIBILITIES

- Scheduling forklift repairs and maintenance. Remind the guys to check the water levels in the batteries.
- Scheduling Stretch Wrap machine repairs and maintenance and set up the recalibration when it is incorrect.
- Keep inventory and Order packaging products necessary for Techne.
- Suggest ways to keep the warehouse organized and clean.
- Incoming container parts inspection
- All aspects of QC. E.g. Procedures for factories

Contact: Ms. Huang

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