



FREIGHT COORDINATOR/BUYER

Position Summary

Our factory in Richmond requires a Freight/Logistics Coordinator and Intermediate Buyer to leverage global vendors, source and procure production material, to ensure supply is synchronized with demand and support production timelines.

Responsibilities:

- Coordinate all outgoing freight (courier packages, pallets via air, sea shipments going via FCL, LCL)
- Preparation of commercial invoices, packing lists and all associated documentation.
- Use the AVL to determine best vendor for cost, delivery and quality
- Communicate with vendors, purchase and monitor delivery
- Manage vendors performance for on-time delivery, pricing and quality
- Create, update and manage purchase orders using MRP/ERP systems
- Monitor inventory to maintain appropriate levels
- Participate in the RMA process as required
- Administrative support tasks
- Other duties as required

Requirements:

- 2+ years of experience in a high-volume manufacturing environment
- Computer literate with MS Office Suite – Excel wizardry is required.
- Written and verbal English communication skills
- Must be well versed in all INCO 2010 terms and applications especially FCA, DAP, DDP
- Experience on MRP / ERP systems – specifically Netsuite

Assets:

- Supply Chain and/or Logistics certification (SCMP, PMAC, CPIM, APICS, P. LOG)
- Highly organized, calm and detail oriented are characteristics that you exemplify.
- Experience with European customs and VAT
- Experience with Dangerous Goods shipping

While we sincerely appreciate every application, only candidates selected for an interview will be contacted