



As the Logistics' Coordinator you will be responsible for communicating with brokers, preparing export documents, communicating with 3PL's, monitoring shipments while coordination with several departments.

Some of What You'll Do:

- Prepare export documents pertaining to distributor's shipment (CI-B13 etc.)
- Obtain, establish and enter proper HS CODE and Duty Rate per commodity/Style.
- Address and inquire on our daily alerts.
- Prepare master file each season containing the required info for each specific market
- Work with production and design teams to get accurate fabric content and verify accuracy in ERP.
- Compile and maintain data log pertaining to duty drawback monthly on international shipments/Non crossing USA web
- Provide backup documentation to brokers when needed for the duty drawback claim.
- Communicate with 3pl's and provide required export documents against shipment being made.
- Monitor shipments and escalate to the different carrier management if any clearance or delivery issues
- Monitor Order reports (picks) with USA destination coming out of Canada (3pl) as well as destination coming out of US (3pl)
- Coordinate with the warehouse to plan shipments of ready orders (advise if crossing or shipped individually)
- Provide export documents and related information to the broker/ warehouse (check if any issue in currency, addresses etc.)

Some of What You'll Need:

- 3-5 years of experience in a similar role.
- Proficiency with customs and shipping documents.
- Knowledge of Excel (Formulas/pivot tables).
- Knowledge of clearing customs for animal products (Health Certificates, Fish & Wildlife) an asset
- Experience with Momentis ERP a plus

Some of Who You Are:

- Must have great time-management and organizational skills.
- Must be comfortable working in a fast-paced environment and under tight deadlines.
- Great interpersonal skills, a team-player