



As the Traffic Coordinator you will be responsible for arranging outbound shipments from domestic suppliers to the 3PL's in North America, UK and Europe, as well as arranging shipments from the 3PL's to our Canadian and USA stores.

Some of What You'll Do:

- Arrange shipments by truck, boat and air
- Optimize cost savings on freight expenses, best routing, and transit time on a per shipment basis
- Manage and prepare the necessary customs and import documentation for the efficient and lawful movement of all products
- Monitor shipments in transit and ensure timely deliveries
- Raise and communicate any issues or delays that occur during transportation
- Prepare shipping reports, keep a shipping log report and fill shipping documents
- Enter landed costs and date in the ERP
- Support traffic/logistics department in other projects

Some of What You'll Need:

- Minimum 3 experience in a similar role
- Proficiency with customs and shipping documents
- Willingness to learn and gain knowledge of Excel (pivot tables, VLOOKUP function, Excel formulas)
- Good communication skills in English
- Professional Certificate in Logistics and/or Supply Chain Management a plus
- University Degree in Business Administration or Supply Chain Management is an asset
- Knowledge of clearing customs for animal products (Health Certificates, Fish & Wildlife) a plus
- Experience with Momentis or another ERP a plus
- Knowledge of the RFID process an asset

Some of Who You Are:

- Excellent time-management skills
- Highly organizational
- Comfortable working in a fast-paced environment with tight deadlines
- Great interpersonal skills and a team-player
- Outgoing and resourceful