

**Position:** Shipping (Logistics) Coordinator

**Location:** Bolton, ON

**Wage:** \$23- \$25/hr

**Description...**

Permanent Placement - Direct Hire

Shift Hours = 10am - 6pm + OT if required

Process all outbound shipments including UPS/ FedEx/ STO's in SAP and Manual BOL's whenever required.

Create Customs invoices for Cross Border shipments for both outbound and inbound shipments.

Effectively communicate in English - reading/writing.

Able to print cut-lists and picklists on a day-to-day basis.

Ability to check pictures uploaded into Salesforce and submit tickets using different online resources.

Coordination with Loaders/ Forklift operators; other departments of the plant; project coordinators; other shipping/ receiving.

purchase teams based at different plants in Canada and USA; and other external stakeholders such as carriers, customer.

brokers, UPS, FedEx, etc.

Search for finished goods product in the plant or in the yard.

Flexible hours required, work Overtime when required.

**Requirements:**

At least 2 yrs experience in a fast-paced office environment.

Must be proficient in all Microsoft Office Applications as well as Adobe PDF.

Must have excellent spelling, grammar and written communication skills.

Knowledge of SAP will be an added advantage.