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## **PROCUREMENT & LOGISTICS COORDINATOR – JOB OPPORTUNITY**

**Titan Environmental Containment** is a proud Canadian owned company specializing in the supply and installation of high quality geosynthetics and specialty civil construction products that help manage and protect the environment. Established in 2006, we have become one of the fastest growing companies in our industry operating locations across Canada.

Operating under our guiding principles—Trust.Quality.Value— we strive to create a positive work environment where employees have every opportunity for advancement. Currently, we have an opening for a PROCUREMENT & LOGISTICS COORDINATOR at Head Office in Ile des Chenes, Manitoba. Reporting to the Supply Chain Manager, this position is responsible for the procurement and logistics of various products required to fulfill sales and project requirements for multiple branches. A description of the roles and responsibilities, as well as the required qualifications is provided below.

If you are a self-starter, reliable and driven, and are interested in joining our dynamic team of professionals, please email your resume to [hr@titanenviro.ca](mailto:hr@titanenviro.ca)

### **Roles & Responsibilities**

- Source products to be resold to customers.
- Prepare and issue PO's to vendors.
- Monitor and track open orders.
- Negotiate terms with vendors.
- Ensure optimal levels of inventory are held in all locations.
- Work closely with sales/estimating teams providing material and logistics costing.
- Work closely with project managers to fulfill jobsite material and delivery requirements.
- Reduce costs through strategic alliances with vendors.
- Maintain and manage vendor relationships.
- Negotiate cost-effective purchases while maintaining high levels of quality and service.
- Organize and arrange FTL, LTL, as well as overseas freight to warehouses and jobsite locations.
- Negotiate rates and secure carriers to move freight/book loads.
- Ensure inventory arrives on time and in the most economical way.
- Manage and maintain freight vendor relationships.
- Verify shipping documents.
- Communicate with customs broker to ensure shipments are cleared in a timely manner.
- Other duties as assigned.

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### **TITAN ENVIRONMENTAL CONTAINMENT**

Alberta • Saskatchewan • Manitoba • Ontario

Toll free: 1-866-327-1957 | Email: [info@titanenviro.com](mailto:info@titanenviro.com) | Web: [www.titanenviro.com](http://www.titanenviro.com)

Head Office: 777 Quest Blvd, Ile des Chenes, Manitoba, Canada R0A 0T1

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**Qualifications:**

**Required:**

- Completion of Supply Chain Certificate or equivalent preferred; a combination of education and experience will be considered.
- Proficiency in Microsoft Office programs such as Excel, Word, Outlook.
- Experience in the construction industry preferred.
- Ability to communicate effectively and work well in a team-based environment.
- Excellent attention to detail.
- Highly organized and process driven.
- Dedicated to the pursuit of continuous improvement.

**Assets:** \*\* Additional consideration will be given to those having any of the following. \*\*

- Supply Chain Canada enrollment and or certification in SMT, SCMP or any other recognized procurement or logistics programs.
- University or College degree.
- Project Management/coordination experience.

**Other Information:**

- This is a full-time position, 5 days per week, Monday to Friday 8:00 a.m. to 5:00 p.m., with the potential for some over time during the peak busy season.
- Travel may be required.
- Wage will depend on qualifications.
- A health benefits package will be available to the successful candidate.
- For more information about us visit: [www.titanenviro.com](http://www.titanenviro.com)

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