

## Logistics Coordinator – Full Time

At CANTERRA SEEDS, we don't just believe in what we do, we believe in why we do it. Our Why statement is to "Grow Connection, One Field At a Time." We exist to make a difference in agriculture by providing Western Canadian farmers with the best seed solutions and unparalleled customer service. Our commitment is to offer high-quality seed tailored to each farm, delivered by a team that genuinely cares about our customers' success. We empower farmers, challenge the status quo, and enhance the lives of the communities we serve. We are proud to support farmers and seed retailers not just as business partners, but as fellow community members who understand the value of hard work, dedication, and building meaningful connections.

If you believe that business is about people, that great service starts with genuine care, and that your success should be measured by the trust of your customers, this could be the role for you.

### Position Summary:

CANTERRA SEEDS is looking for a Logistics Coordinator to join our team. Reporting directly to the Operations Manager (Canola), the successful candidate will work closely with the administration and operations teams. Duties will include creating and distributing bills of lading for all deliveries to retail, product transfers, and returns; creating and reconciling inventory transactions on company-supported software; and ensuring inventory balances at 3<sup>rd</sup>-party partner facilities at regular intervals.

### Skills & Abilities:

- Detail oriented, strong sense of urgency, and proven track record of problem solving
- Commitment to teamwork and strong oral and written communication
- Will need to be comfortable working in a fast-paced environment at certain times of the year
- Excellent organizational skills
- Strong computer literacy in learning and functioning within different software solutions (ex. Microsoft Excel, company specific solutions)
- Ability to work in an office environment and at times visit conditioning, processing, or warehousing locations
- Willingness to work overtime during peak shipping season and results oriented
- Ability to travel for work 2-3 days at a time, 3 or 4 times during the course of the year
- Valid class 5 driver's license

### Position Specifications:

**Education:** Degree or Diploma in Agriculture, Supply Management, or Administration or a minimum of 5 years of experience working in a related field.

**Experience:** Advance knowledge of the freight and logistics industry is an asset.

**Location:** The position is expected to be located at the CANTERRA SEEDS Head Office in Winnipeg, MB, but for the right candidate a remote work arrangement may be considered within Manitoba, Saskatchewan, or Alberta.

**Compensation:** CANTERRA SEEDS offers a competitive salary. Full benefits start after a successful 3-month probationary period.

**Applications:** Please forward your resume and cover letter to Duane Ransome, Operations Manager (Canola) at [d.ransome@canterra.com](mailto:d.ransome@canterra.com). Applications will be reviewed as received. The posting will close on October 10<sup>th</sup> and we aim to have the position filled by November 3<sup>rd</sup>. Only those selected for an interview will be contacted.