

Job Position: Shipping Coordinator

Job Vacancy: One

Overview:

The Shipping Coordinator will coordinate, assign and review the work activities conducted in AVP's shipping and logistics process, and ensure smooth operation of AVP's supply chain. This is a Full-time and Permanent job position.

Job Summary:

- Coordinate, assign and review the work of the clerks mainly engaged in the goods shipping process at AVP.
- Determine the best methods of shipment, arrange for carrier's pick-up, and prepare shipping related documents manually or by computer.
- Manage the collection and safekeeping of all supporting documentations related with the shipping process.
- Plan, organize and supervise the shipping schedules and routes, packing methods and dispatching workers, and ensure products arrive to destinations without damage.
- Train workers in job duties, safety procedures and company policies.
- Coordinate with the production and shipping teams to schedule daily deliveries and customer pick-ups.
- Resolve shipping issues, and react quickly to changing circumstances to ensure delivery to customers involving all major internal and external contacts.
- Inspect and verify incoming goods against invoices and other documents, record shortages and reject damaged goods.
- Maintain effective relationships and negotiate terms and conditions with internal and external contacts including but not limit to carriers, shipping companies and customers.

Salary:

- \$25.00 per hour, \$45,500 per annum

Hours:

- 35 hours per week, Monday to Friday, 52 weeks per annum

Work Location:

- 2880 Slough Street, Mississauga, Ontario Canada L4T 1G3

Job Requirements:

- Education: Canadian secondary school diploma or equivalent
- Experience: minimum 2 years of work experience in shipping

Required Skills:

- Strong communication skills

- Proficient in MS Office products – Word, Excel, PPT and Outlook
- Ability to multi-task and manage a varied workload
- Ability to work independently and as part of a team
- Ability to work well under pressure to meet tight deadlines

Please apply by email to recruit.avp@gmail.com. AVP thanks all candidates for their interest; however, only those selected for an interview will be contacted via email or telephone.