

Job Title: Logistics Coordinator

Job Summary

The Expediting & Logistics Coordinator is responsible for managing logistics and expediting functions to ensure the timely delivery of materials and services. This position reports to the Senior Buyer. This position will be a hybrid role (remote/ onsite), on a 5/2 schedule.

Key Responsibilities

- Process and manage all urgent orders to ensure immediate action.
- Coordinate with suppliers and carriers for expedited delivery, including arranging hot shots and tracking.
- Monitor and confirm supplier/contractor delivery times against site requirements and update end users with new delivery dates, including monitoring the back-order report.
- Update existing purchase orders in SAP, including new delivery dates, etc.
- Process and review Advance Ship Notices (ASN) for compliance with site requirements and address delays proactively.
- Develop and maintain a site deliveries schedule.
- Plan and oversee the transportation and logistics of goods to and from the site.
- Work with freight carriers and suppliers to arrange shipments, track deliveries, and manage transit issues.
- Maintain and process accurate shipping documentation and ensure compliance with regulatory and site requirements, including transportation of dangerous goods.
- Compile, review, and action daily task and status reports for expediting and logistics.
- Recommend process improvements to enhance efficiency in logistics operations.

Required Experience and Skill Set

- 2+ years of experience, preferably in logistics, expediting, or supply chain operations within the mining industry.
- Strong knowledge of logistics processes, expediting, and transportation coordination.
- Familiarity with freight coordination, transportation planning, and logistics operations.
- Proven ability to manage and prioritize urgent requests with quick turnaround times.
- Experience with ERP systems (SAP) and Microsoft Office, particularly Excel for reporting and data management.
- Understand shipping documentation, customs regulations, and site-specific requirements.

Job Conditions

- Strong verbal and written communication skills.
- Able to develop and maintain collaborative relationships, internally and externally.
- Strong attention to detail.
- Strong organizational skills.
- Manage competing priorities and meet deadlines.
- Able to resolve issues quickly and recommend process improvements.

Certifications

Education