

Job Description

Job Title	Logistics Planner
Manager's Job	Distribution Planner Supervisor
Department	Logistics / Operations
Salary	\$45-\$55k plus benefits
Location	Vancouver Office

Job Overview

This position is accountable for the day to day management of shipments and inventory and strategic improvements to the distribution system. The Logistics Planner is to provide cost-effective and timely plans for delivery of product to customers and between sites. The Logistics Planner is responsible for the optimization and continuous improvement of the total variable cost of delivered product to the customer.

There is constant focus on reducing delivery expenses by implementing and/or managing for results using any applicable technology.

Key Functions & Duties

- Maintain accurate inventory records, and ensure that systems are updated so that correct decisions can be made.
- Work with Sales, Customer Service, Production, Warehousing, Transportation, I.T. and Finance to
 - ensure we are receiving and sending adequate and accurate information expeditiously.
 - develop and implement new systems and solutions.
 - optimize the distribution system while enhancing customer service.
 - achieve high levels of on-time delivery.
- Constantly monitoring and analyzing the distribution system to ensure it is optimized for changing customer demand and aligned with business goals.
- Monitors and continuously improves Distribution KPI's (low damage claims, high logistics savings, inventory accuracy, and on-time delivery)
- Gather and organize information from various sources. Verify and improve data integrity.
- Construct various analysis to determine the best logistical/customer service based decision.
- Compare, extract, import/export and manipulate different data sources and fields for numerous functions.
- Approve invoices.
- Communicating and ensuring follow-through of shipping and receiving instructions, as well as inventory management tasks and processes.

Minimum Requirements (Education, Experience, Qualifications, Skills, Abilities)

- 2 years minimum experience in logistics/supply chain coordination.
- Able to handle high pressure, high volume, time sensitive work flow.
- Advanced working knowledge of MS Excel, Outlook and Explorer as well as perfect data entry skills.
- Ability to analyze delivery expenses and develop tools to promote an understanding of the costs and drive cost reduction.
- Inventory Reconciliation experience
- Detail-oriented, able to prioritize and multitask, self-motivated, independent worker committed to getting the job done.
- Impeccable oral and written communication skills, and a good level of creativity.
- Strong organizational skills.
- Strives for accuracy and consistency. Aptitude for numbers.
- Flexible to dynamic work schedule demands.
- Strong Customer Focus required
- Desire to learn and "Can Do!" attitude. Must be a team player and a problem solver.
- Understanding of logistics industry and manufacturing environments
- Thorough understanding of Logistical concepts as well as experience in executing them.
- **Experience with ERP Systems such as MFGPro, JDEdwards, SAP.**

Nice to have:

- Experience forecasting and developing operations plans.
- Experience in use of various web-based applications and good ability to navigate through them.
- Experience in a Production Environment.
- Basic understanding of Accounting
- **CPIM certification.**

How to apply:

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