



We are a Victoria based company dedicated to improving seniors' quality of life through creative technology. We develop, manufacture, and sell sophisticated monitoring and emergency call technologies mainly to the United States. Ours is a fast paced environment where hard work, initiative, teamwork and flexibility are prized and we are looking for a like minded individual to fill a key role in our Company. As a smaller organization we have a collaborative, open door culture based on trust where new ideas are welcome. If you have a strong work ethic and are looking to make a difference and feel appreciated we would invite you to join our team.

Job Title: Logistics and Shipping Clerk

Reporting To: CFO

Education/Training

- Grade 12
- Post secondary education an asset

Experience:

- Preference will be given to candidates with purchasing process, shipping and receiving experience
- Familiarity with Microsoft Excel
- Experience in a technology and or manufacturing work environment an asset
- Experience with accounting software programs and / or Enterprise Resource Planning (ERP) principles an asset

Skills/Competencies:

- Attention to detail and highly organized
- Strong team player
- Customer Service – both internal & external customers
- Exceptional communication skills
- Experience making and following through on commitments in a timely manner
- Ability to analyze situations accurately and take appropriate action – Multi-tasking
- Able to work independently with minimum supervision
- Aptitude/interest in technology a benefit
- Ability to lift 25lb boxes regularly throughout the workday

Responsibilities:

Logistics and Shipping

- Shipping one-off sales and when necessary large project sales
- Receiving inbound packages into ERP and physical locations i.e. stock, warranty department etc.
- Coordination of courier companies
- Follow up with both inbound and outbound package tracking to ensure timely delivery, and relay that information to others when requested
- Light manufacturing, assembly, and packaging
- Other duties as assigned

Purchasing & Inventory Support

- Under the direction of the Purchasing & Logistics Team Lead initiate, create, expedite and monitor purchase orders, standing purchase orders, corporate credit card purchases, including data entry, using the company's MRP/ ERP system.
- Provide support services for all staff regarding purchasing procedures, vendor information, various goods and services.
- Identify and establish good vendor relationships in which better pricing & quantity pricing is negotiated for the supply of products and services.
- Notify Purchasing & Logistics Team Lead of supply shortages and longer lead times than anticipated in ERP.
- Provide back up support when required with project Materials lists, Additional Work Orders and Change Orders and ensuring authorized updated information (including date and material changes) is entered accurately into ERP.
- Provide a link between operations, manufacturing, and accounting
- Enterprise Resource Planning system utilization
- Participation in quarterly inventory counts
- Backup for the answering and dissemination of telephone calls for the Company.