**The Goal of Metalumen Manufacturing is to become the leading manufacturer of architectural lighting products in North America. We deal honestly and fairly with our customers and fellow employees. We will endeavor to provide the highest levels of quality throughout design and manufacturing. Outstanding customer service and reliability are essential in all actions of the employees of this organization. We will create and maintain a learning and educational environment by focusing on service. We will be inventive in our process.**

**Position Title:**Logistics Coordinator

**Department:**Supply Chain

**Supervisor:**Supply Chain Manager

**Position Summary:**

Reporting to the Supply Chain Manager, this position is responsible for coordinating and arranging all freight requirements, both nationally and internationally. This position requires excellent organization, communication, and attention to detail to effectively manage and streamline all shipping requirements.

**Primary Responsibilities:**

* Schedule incoming and outgoing shipments
* Issue invoicing to customers
* Continually track and update shipment status to customers
* Engage in negotiating best price for shipments
* Resolve issues that may arise during the shipping or receiving process
* Coordinate with the Shipper/Receiver on shipment times, requirements, etc
* Complete appropriate requirements for any shipments requiring Customs to the US or within Canada
* Set up and arrange any international freight requirements, for both incoming and outgoing material
* Other duties as assigned

**Required Qualifications and Experience**

* Post- secondary education in a related field such as materials management is an asset
* 1 – 3 years’ experience in logistics/shipping is a must
* Good interpersonal, communication, and follow-up skills
* Ability to meet deadlines and manage priorities
* Well-developed communication skills
* Adaptable and flexible to meeting changing work requirements as needed
* Critical thinking, accuracy, and attention to detail

We sincerely thank all applicants for the interest in this position, however due to the volume of the resumes, we will contact only candidates that closely match the requirements of the position.

In accordance with the Accessibility for Ontarians with Disabilities Act and Ontario Human Rights Code, Metalumen is committed to providing inclusive and barrier free recruitment and selection process. Please notify Human Resources of any accommodation you may require.