



FUNCTION DESCRIPTION

McInnis Cement

POSITION: Logistics Coordinator

Location: Canada **City:** Montréal, Qc

Reporting to: Ground transportation Manager

Status: Permanent - Full time

JOB DESCRIPTION

Reporting to the ground transportation Manager, the Logistics Coordinator is responsible for implementing the land (truck and rail) distribution strategy and day to day operational execution in close collaboration with internal and external stakeholders. The Logistics Coordinator oversees the design, communication, and execution of the strategic, mid-term, and near-term logistics objectives to support the business and customer requirements. This person is an integral and effective member of the Logistics team.

RESPONSIBILITIES

- **Strategy:** Execute the order/delivery plan that meets or exceeds customer and internal supply requirements and aligns with the objectives of the business and its stakeholders.
- **Budgeting:** Set and Achieve an annual budget for distribution costs for land freight, transportation equipment, and safety in close collaboration with the manager which aligns with the objectives of the business and its stakeholders.
- **Management:** Meet or exceed short, mid, and long-term objectives. Track and report KPI's pertaining to customer service metrics, costs per ton, cost per ton/kilometer, safety, and others as required. Keep apprised of the changing regulations and transportation market relative to rail and truck modes and communicate the effects of these changes in a proactive way.
- Provide Customer Service support including data base and order entry, sales support, truck dispatch, and problem resolution.

Daily Activities Include:

- Support and enhance the safety culture of McInnis Cement & act as lead advisor for carrier safety
- Identify, recruit, and maintain vendors that provide high quality services at advantageous cost while maintaining the highest code of ethics and conduct.
- Assist Director with rail and truck rate and service contract negotiations.
- Coordinate rail and truck shipping plan requirements on a monthly, weekly, and daily basis.
- Monitor performance of the shipping program and advise McInnis management of variances.
- Create and maintain the carrier optimization strategy based on the overall supply plan.
- Identify issues and changes in current requirements then take appropriate action to optimize in consideration of market conditions on behalf of customers and McInnis' Supply Manager.
- Develop, implement, and coordinate rail car tracking & maintenance programs to optimize fleet expense and utilization.
- Promote efficiency in area of logistics to ensure attainment of contract commitments.
- Coordinate with supply planner product delivery and storage requirements.

Daily Activities Include (continuation):

- Maintain freight rate, fuel surcharge, and accessorial service data base and resolve billing variances.
- Audit freight register on weekly basis.
- Back up all customer service functions and activities.

Best Practices and Continuous Improvement:

- Safety relative to land shipments;
- Short to mid-term rail and truck distribution planning both intra company and outbound to customers;
- Rail and truck freight and transportation equipment procurement;
- Rail and truck freight and transportation equipment payment.

When successful, the Logistics Coordinator will contribute to McInnis' overall Logistics team's goals in developing and maintaining a competitive advantage in the marketplace.

JOB REQUIREMENTS

- Training in Land Logistics and transportation or relevant experience;
- Minimum 5 years' experience in the land transportation with a minimum of 2 years' experience in planning;
- Knowledge of transportation legislations, rules, and regulations;
- Knowledge of environmental health and safety legislations and regulations;
- Excellent communication and conflict resolution skills;
- Prefer Bilingual English-French skills.