Location: Head Office in Montreal

Reporting to: Logistics & distribution director

**Status:** Permanent - Full time

The McInnis Cement plant is equipped with cutting edge technology, raising productivity and environmental industry standards for North America. The facility, located in Port-Daniel-Gascons, Gaspésie, is one of the largest industrial developments in Quebec. The Company's mission is to provide its customers with high quality cement, manufactured and distributed in a way that respects the ecosystem, while putting the local economy first.

JOB DESCRIPTION:

Reporting to the Sales, Logistics & Distribution director, the Logistics & supply chain coordinator will have the following responsibilities:

RESPONSABILITIES

* Develop supply plans. Create and manage a global shipping program taking into account sales, production and inventories;
* Coordinate daily all orders between customers / shipping brokers / McInnis Maritime, terminals and operations;
* Make sure the right product is in the right place at the right time;
* Develop supply chain reports to demonstrate the effectiveness of the process;
* Coordinate and facilitate shipments between shipowners, brokers and ports of discharge, ensuring compliance with travel requirements, including stowage plans;
* Manage unloading at the port for sales to third parties;
* Oversee the implementation of environmental protection and pollution prevention in all marine operations of the company;

YOUR PROFIL

* Bachelor's degree in a relevant field;
* 5-8 years of related experience;
* In-depth knowledge of logistics and marine operations;
* Bilingualism French / English (oral and written);
* High level of skills required: interpersonal skills; analytical skills; Client orientation, entrepreneurial skills, ability to influence and negotiate, financial literacy;
* Proficient with the Microsoft Office Suite including Excel, Word and PowerPoint.

WHAT WE OFFER

* To work in a growing Quebec organization, where you will find a dynamic and friendly work environment
* Lots of challenges and projects to make you realize
* A competitive benefit programs.

You believe you have the requirements and want to be part of a dynamic team? Please send your CV to [careers@cmcinnis.com](mailto:careers@cmcinnis.com) to the attention of François Messely, specifying the job offer for which you are applying.