

**Job Title:** Logistics Coordinator/Shipping Support

**Employee Classification:** Full-Time, Hourly, Day Shift

**Location:** Kitchener, Ontario

**Start Date:** Immediate

We are looking for people who have a positive attitude, willingness to learn and enjoy a stimulating and fast-paced environment. We offer training onsite with opportunities for growth in a culturally inclusive atmosphere. Cober is a family-owned business operating over 105 years and has expanded to three locations in Ontario with more than 200 employees. We are one of Canada's largest commercial printers and ship over 2 million orders a month! We are proud of our technical innovations and are constantly investing in our manufacturing capabilities.

### **Why Choose Cober?**

- Eligible for comprehensive Family Health Care after 90 days
- Vision & Dental coverage
- Stable secure employment
- Overtime available
- Referral bonus program
- Lunches, contests and fun events hosted by our Culture Club

### **Job Summary:**

Under the direction of the Warehouse Fulfillment Shipping Manager, the employee will be responsible for overseeing and facilitating the supply chain operations of the company. They will coordinate the effective distribution of goods between various warehouses and clients or partners. The Logistics Coordinator will create and maintain records of transactions and perform their duties with a customer-oriented approach.

### **Duties and Responsibilities:**

- Coordinate and monitor supply chain activities.
- Utilize and monitor multiple Inventory Management Systems.
- Book and Track Incoming and Outgoing Shipments
- Communicate with customers, suppliers, freight carriers, account managers and external warehouses
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management
- Support the shipping team with large distributions (formatting distribution lists etc.)
- Comply with all OHSA regulations

### **Qualifications and Skills:**

- Highschool diploma or GED.

- Previous experience working in a logistics role.
- Experience in customer service is considered an asset.
- Exceptional multi-tasking abilities.
- Able to work effectively independently.
- Computer-savvy with a working knowledge of standard office applications and logistics software
- Highly developed Microsoft Excel skills
- Excellent communicator. Able to ask questions effectively to discover the root cause of problems.
- Highschool level mathematical ability with consistent results.
- Highly developed organizational abilities.

**If this opportunity sounds like a great fit for you, please apply today!**

Cober Printing Limited is an equal opportunity employer and committed to providing an inclusive and barrier-free work environment, beginning with our hiring process. If, at any time during the evaluation process, you require accommodation, please use the contact information below to make arrangements for specialized accommodation. Any information received regarding accommodation will be kept confidential.

We thank all applicants for their interest in Cober Printing Limited however, only candidates selected for further consideration will be contacted.