



JOB POSTING

Logistics Coordinator

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a Logistics Coordinator to our team.

About the Role

As a member of our logistics team reporting to the Logistics Manager, the *Logistics Coordinator* coordinates internal, inbound and outbound material throughout the facility.

Duties & Responsibilities

- Coordinating appointments with suppliers to improve dock efficiency;
- Coordinating transportation appointments to align with shipping planning requirements.
- Verifying and posting receipts of materials with correct discounts and landed costs;
- Working with the Quality Assurance (QA) team to ensure safe arrival of goods (inbound and outbound) is maintained at all times;
- Maintaining warehouse compliance with GMP standards;
- Managing the recycling of returnable drums and ensuring credits are applied for appropriate suppliers;
- Communicating all warehousing issues and shipping discrepancies to Logistics Manager;
- Managing the disposal of cardboard and garbage to prevent overfilling;
- Following up with carriers to ensure delivery requirements are being met ;
- Tracking carrier performance;
- Adhering to transport and customs regulations;
- Coordinating with TPM department to prepare and ship tradeshow booths and materials.
- Other projects and tasks, as assigned.

What do you need to succeed?

- College diploma or certificate in Supply Chain Management or related field.
- 5 years of experience in shipping and receiving.
- Knowledge of Transport, Customs, and Transportation of Dangerous Goods legislation, restrictions, and processes;
- Demonstrated ability to use RF Scanners and ERP systems;
- Valid Raymond Reach, Counterbalance and Walkie certificate;
- 2-3 years of experience operating Raymond Reach, Counterbalance, and Walkie lift trucks.
- Advanced proficiency with Microsoft Excel, PowerPoint and Word programs.
- Strong attention to detail, problem solving, numeracy, organizational and time management skills.
- Strong interpersonal, listening, verbal and written communication skills.
- Superior teamwork and customer service skills, including building and maintaining relationships and collaborating on projects.
- A “can-do” approach and commitment to getting the job done.
- Ability work in a fast-pace environment and lift up to 50lbs.
- Ability to work flexible hours as needed.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.