

POSITION TITLE: Distribution Coordinator

SUMMARY: To manage the CPC pallet control system, act as a back-up for the shipping and receiving supervisors and provide inventory control and administrative support for the department.

RESPONSIBILITIES & DUTIES:

- Maintain computerized pallet entry records company wide
- General monthly transaction listing for customers and suppliers
- Liaise with all locations to direct pallet returns
- Conduct weekly inventory spot-checks in the plant
- Investigate and resolve any inventory discrepancies
- Act as a back-up for Shipping and Receiving supervisors on the plant floor
- Act as a back-up for dispatching to coordinate customer deliveries for the Brampton, Scarborough and London locations
- Monitor reefers 2 to 3 times per day
- Shunt trailers as required
- Responsible for dealing with returned and recalled product
- Complete HACCP documentation including preoperational check sheets, room audit sheets and employee facility audits
- Perform clerical duties as required by the department

SKILLS AND EXPERIENCE:

- 3 to 5 years experience in a Shipping/Receiving environment preferred
- Experience with AS/400 system is an asset
- AZ/DZ License is an asset
- Excellent communication skills both oral and written
- Computer Literacy (MS Word, MS Excel)
- Well organized and detail oriented

If you are interested in our opportunity, please send in your resume:

By Fax: 905-790-1416

By e-mail: recruiting@sofinafoods.com

Sofina Foods Inc. thanks all applicants who apply, but regrets to inform that only short listed candidates will be contacted.