



Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Logistics Coordinator
Department/Division	Supply & Logistics /Merchandising & Logistics
Salary	\$ 3,831 - 4,507 per month
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time, unionized

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

Arctic Co-operatives Limited is a service federation that is owned and controlled by 32 community-based Co-operative businesses that are located in Nunavut, Northwest Territories and Yukon. We are a non-asset based and use our expertise and experience in logistics, air, marine, and road transport, to deliver food and general merchandise to the Member Co-op stores located in remote Arctic communities.

The successful applicant should be an independent, self starter with experience in a combination of warehousing, air transport, and logistic administration.

Duties and Responsibilities

- Perform scheduled warehouse audits for vendor compliance program at third party warehouse locations in Winnipeg, Manitoba; Rankin Inlet and Iqaluit, Nunavut
- Analyze, track penalties, issue debit notes, and develop reports to record these events
- Investigate and resolve penalties related to Bills of Lading, shipment labelling, and off schedule deliveries
- Code and audit freight invoices
- Attention to detail and thorough, accurate transaction records of all shipping and commercial documentation involved in each shipment.

- Suggest improvements to business processes and procedures when applicable to benefit the company goals as well as key stakeholders
- Ability to cross train within the Logistics department, required to be competent in most core processes
- Assist with marine resupply: book reservations, container tracking, and billings

Qualifications

- A minimum of 2-3 years experience in transportation, distribution or other related industry
- Ability to travel a minimum of 4 weeks per year (Northern Manitoba and/or Nunavut)
- Must have: a valid Manitoba Drivers Licence with own personal vehicle for travel within the city of Winnipeg, Manitoba
- Physical ability to lift and bend with items weighing up to 20-25 lbs.
- Asset: Bachelor's degree in business, logistics, management information systems or a related field
- Strong communication, organizational and time management skills (includes work with a sense of urgency and accountability)
- Ability to work collaboratively with internal and external stakeholders, customers in a professional, objective manner
- Excels at building professional relationships with vendors
- Has a passion for developing and managing high-performance
- General knowledge of accounting and invoicing processes
- Comprehensive knowledge of best practices within the Transportation Industry
- Demonstrated experience in Microsoft Office Applications
- Proven commitment to personal growth and development

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

