

CWD is looking for a Logistics Coordinator which will have the overall responsibility to provide the most cost-effective distribution of goods throughout the supply chain. Make sure that the right amount of goods are in the right place at the right time so that the company can maximize sales and profits.

If you're ready for the opportunity to strive for excellence on a daily basis then you've got what it takes to succeed at CWD!

### **Logistics Coordinator**

- Location – Niagara Falls, ON
- Working Hours: Monday – Friday, 8:15 am-5:00 pm on site
- Benefits: Full comprehensive (dental, medical and eye) 80/20 split-Family coverage
- Other perks: annual professional development fund, RRSP, fitness incentives, relocation expense, 50% off on CWD brands, team events & many more
- Company website: [www.cwdlimited.com](http://www.cwdlimited.com)

### **About Us**

CWD designs, markets & sells highest performance consumer electronics that are smart, simple and stylish. From high fidelity turntables to wireless video connectivity systems, we create innovative products that empower people. Our success is measured in our customer satisfaction ratings and cult-like following. We have been in business since 1961 and our creations can be found in millions of homes. Together in teams, as a company, as a community, we are committed to Creating What's Different

### **The successful candidate will be responsible for:**

#### **Amazon FBA – 30%**

- Maintain appropriate stock levels of FBA items in Amazon distribution centers
- Keep up to date with latest policies and fees for using the FBA program and communicate to stakeholders
- Make recommendations on which items should be sold at FBA
- Reconcile inventory at Amazon on a monthly basis

#### **Inventory – 30%**

- Control the distribution of inventory within the domestic supply chain
- Manage Retail marketplaces to ensure live listings and prevent overselling
- Create reports on stock and sales which will determine replenishment quantities

- Perform 3PL system checks to maintain matching quantities to maximize efficiency
- Lead and manage 3PL Inventory Counts
- Analyze and report on Low Stock inventory with risk of going out of stock

#### **Logistics – 20%**

- Responsible for organizing the receipt, storage and delivery of goods to customers or Retail Outlets
- Handle all communication with carriers for all LTL/FTL shipments
- Ensure the smooth flow of all shipments travelling through customs
- Complete research and comparative analysis for contracts with shipping & third-party

#### **Operational Processes – 10%**

- Identify, develop and create systems to improve efficiency & reduce costs
- Facilitate change and implementation of new policies and procedures, projects or programs

#### **Other – 10%**

- Invoice Data Entry/Analysis – Air/LTL/SP, Brokerage, Storage & Warehouse
- Coverage for Logistics Manager & Warehouse Supervisor in absence or emergency
- Communicate internally on Operational Business Requirements

#### **The successful candidate requires:**

##### **Education and Experience**

- Post-secondary diploma/degree in Operations or a related field
- Minimum 3 years related working experience in Logistics with a preference in dealing with inventory management/distribution
- Experience in managing an Amazon FBA program is an asset
- Experience working in a fast-paced entrepreneurial company
- Demonstrated team player, who is motivated and energetic

##### **Competencies:**

- Highly skilled in Microsoft office – specifically Excel
- Ability to analyze and make decisions from complex data
- Strong communication skills
- Excellent problem-solving abilities
- Results oriented and well organized with a sense of urgency and an ability to meet deadlines
- Ability to work effectively, both independently and in a team environment, in an atmosphere of multiple projects, shifting priorities and deadlines
- Detail oriented