

CWD designs, markets & sells the highest performing 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 dedicated 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!

CWD is looking for a **Logistics Coordinator** to join our exceptionally talented and collaborative team! Reporting to the Logistics Manager at our Niagara Falls location, the successful candidate will be responsible for managing the distribution of inventory throughout the supply chain and analyzing/reporting on operational costs.

If you are someone that likes a challenge and are continuously striving for excellence, then this is the perfect opportunity for you!

#### **What We Offer:**

- Full comprehensive benefits (dental, medical and eye) 80/20 split-family coverage
- Annual professional development fund
- RRSP Match
- Fitness incentives
- Team events
- 50% off on CWD brands
- Relocation expense

#### **Key Responsibilities:**

##### ***Inventory***

- Maintain appropriate stock levels of FBA items in Amazon distribution centers
- Make recommendations on which items should be sold at FBA
- Reconcile inventory at Amazon on a monthly basis
- Control the distribution of inventory within the supply chain based on forecasting
- Manage Retail marketplaces to ensure live listings and prevent overselling
- Create reports on stock and sales which will determine replenishment quantities
- Lead and manage 3PL Inventory Counts
- Perform 3PL system checks to maintain matching quantities to maximize efficiency
- Analyze and report on Low Stock inventory with risk of going out of stock

##### ***Logistics***

- Plan and coordinate the efficient movement of goods in accordance with customer demand and company resources

- Prepare shipping documents, including commercial invoices, packing lists, and bills of lading
- Work with customs brokers to clear shipments through customs in a timely manner
- Handle all communication with carriers for all LTL/FTL shipments
- Complete research and comparative analysis for contracts with shipping & third-party
- Identify, develop and create systems to improve efficiency & reduce costs
- Facilitate change and implementation of new policies and procedures, projects or programs

### ***Other***

- Invoice Data Entry/Analysis – Air/LTL/SP, Brokerage, Storage & Warehouse
- Undertake related duties as assigned to achieve the company objectives and goals

### **Qualifications:**

- College diploma or university degree in Operations, Supply Chain or a related field
- Three (3) years of 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 with an ERP system preferred
- Proficiency using Microsoft Office
- Intermediate Microsoft Excel knowledge (VLOOPUPS, Pivot Tables, IF Statements)
- Experience managing a large volume of data in Excel
- Analytical and highly motivated self-starter
- Detail oriented problem solver
- Strong communication and interpersonal skills
- Ability to work in a fast-paced ever-changing environment

### ***You Will Stand Out If:***

- You have experience using NetSuite

This is a full-time permanent role working 40 hours a week on-site. Our hours of operation are 8:15am to 5:00pm Monday to Friday.

**If the above interests you, then apply to join our fast paced, creative, and energetic team!**