

Job Title: Logistics Assistant**Reports to: The Foreman****About Us:**

Vintage Woodworks is BC's heritage millwork supplier. Our specialty is providing restorations products for historic windows, doors, mouldings and brackets storefronts and the manufacture of new wood products that can match heritage design while meeting environmental concerns. We use materials with both new and old techniques to proudly stand behind our products. We have studied methods of millwork shops from years gone by and learned that quality craftsmanship that can last a lifetime. At Vintage Woodworks Inc. we are committed to quality workmanship in historical millwork. To learn more about us, please visit our website: www.vintagewoodworks.ca

The Position:

As the Logistics Assistant you are part of the customer service and production team ensuring excellence in the delivery of our goods. You ensure that our logistics runs smoothly through accuracy, trouble shooting, problem solving and being proactive with our outbound shipments. You work with the production team to facilitate, document and track our inbound shipments. This position is constantly finding ways to improve our existing systems as our business grows and changes. As the successful applicant you are a self-starter who has warehouse as well as shipping and receiving skills. You're organized with the proven ability to manage work flow, paperwork and inventory. You are the point person for all things related to goods moving in and out of Vintage Woodworks.

This position will be the back-up delivery driver for deliveries in town and day trips to Vancouver. A valid BC Driver's License with a clean driver's abstract is required for this position.

If you have the requirements listed below and want to work in a family-oriented environment surrounded by people who truly care about what they are doing and pride themselves in producing the highest quality product in the industry, please submit your resume through this job posting.

Duties include and are not limited to:

- Shipping, Receiving and Purchasing
- Manage inventory levels and monthly count
- Creative input
- Coordinate outbound shipments using a variety of courier services
- Miscellaneous shipments as per customer request
- Create purchase orders
- Develop and maintain relationships with suppliers, and freight service providers, their internal and external staff, including drivers

- Create shipping labels
- Communication and coordination with production and customer service staff
- Use SharePoint
- Professional and timely communications with stakeholders
- Track large shipments to ensure timely delivery – Being proactive and checking the status of each order, watch for customs delays, missed arrivals, appointments, mis-directed freight, etc.
- Troubleshoot any split shipments, work with the project team for staggered shipments
- Logistics for incoming parts orders
- Tracking and receiving incoming parts
- Ensuring accurate documentation
- Back-up delivery driver
- Physical ability to assist with loading and unloading delivery vehicles.

Knowledge, Skills, and Abilities:

- Manufacturing and warehouse knowledge
- Works well under pressure and in a fast paced environment
- You are tech savvy; including data entry, report generation, point of sale, Excel, and Word, CRM programs, electronic document formatting, Outlook,
- Good listening skills and retention/memory
- Initiative to follow-up on pending issues and organize workload
- Effective oral, written and communications skills
- Work within scope of job requirements
- Knowledge of the woodwork is a desired asset
- BC Driver's Licence
- Clean Driver's Abstract

Experience:

- 2 years Shipping and Receiving experience
- 2 years Customer Service experience in a similar role or Business Administration training
- Import/export related work is an asset
- Purchasing experience a desired asset