

Job Description

Meraki Commodities has an immediate opening for a Logistics Coordinator to join our growing team headquartered in Toronto. We are looking for an independent, self-starter with minimum 2 years of experience in export container and break-bulk vessel logistics. The Logistics Coordinator is responsible for assisting in the timely movement of product to meet contractual commitments and customer needs. Other key responsibilities include:

- Sound knowledge of export logistics processes and documentation requirements in the trading and supply-chain processes.
- Clear understandings on Incoterms and their applications of sales and purchase contracts. Knowledge of how the terms of risks, delivery and obligations of each Incoterm affects the contractual obligations.)
- Ability to coordinate accurately daily activity between the origination locations and the freight companies, to ensure the goods are shipped in the most timely and efficient manner.
- Attention to detail and thorough, accurate transaction records of all shipping and commercial documentation involved in each shipment.
- Ability to identify/manage risks and opportunities during the logistics process in order to ensure optimum results.
- Answers questions regarding sourcing from internal and external customers as needed.
- Solid understanding of financial procedures in int'l trading; i.e., letters of credits, banks transfers, documentary trade presentation and payment terms.
- Participate in Logistics projects by managing new initiatives as they arise.
- Experience in the execution and logistics process of movements of grain in bulk (in break-bulk vessels).
- Deep understanding of Charter Parties Rules and Terms, as well as freight and voyage lay time analysis and calculations.
- Work with all departments in the organization

Job Requirements:

- Post-secondary education or related certificate program
- Minimum 2 years of solid experience in Logistics for an International trading company or shipping company;
- Strong domestic/export/import logistics and warehousing knowledge
- Proficiency in Microsoft Office Applications.
- Creative problem solver with experience in costing/process analysis
- Ability to interact with all levels of the organization, external suppliers, and customers in a professional, objective manner
- Excellent communication, interpersonal, problem solving and negotiation skills