



POSITION DESCRIPTION

JOB TITLE:	Logistics Planner
DEPARTMENT:	Supply Chain
REPORTING TO:	Logistics Manager

SUMMARY

The Logistics Planner is accountable for the day to day management of shipment transfers of finished goods, raw materials, and packaging to support the continuous operation of both internal and copacker facilities. This position is responsible for planning and executing cost-effective and timely shipping and delivery of product to customers. In addition, the role will also be responsible for the distribution resource planning of finished goods between Daiya's facilities and 3PL warehouses in Canada and US. Updating the internal system on a timely manner is critical. This position will require strong communications skills to provide logistical support and expertise to cross-functional teams, such as Scheduling, Purchasing, Operations, R&D, QA and more. This role also provides data entry and administrative support within the Logistics team to ensure continuous workflow, such as completing sales orders, preparing shipping documents and export documents.

DUTIES AND RESPONSIBILITIES

- Create and maintain a DRP system, with the goal of minimizing shortage, minimizing holding cost, and executing the most cost-effective transportation plan
- Accountable for managing the transfers of finished goods to all distribution facilities to ensure proper inventory levels by SKU are maintained at the right location and at the right time period.
- Constantly monitor and analyze the distribution system to ensure it is optimized and is aligned with Supply Chain departmental goals.
- Coordinate shipping priorities with the scheduling and warehouse team, and set up transfers to 3PLs and Co-packer's warehouse
- Responsible for completing Supply Chain Transfer (SCT) data entries in Syspro for warehouse and copacker transfers in a timely manner.
- Create and manage the dispatch schedule for all outbound orders for all 3PLs in Canada and US, and tender the shipments to carriers as appropriate
- Review outbound sales orders and SCTs and ensure orders details are provided to 3PL warehouses by EDI as much as possible.
- Ensure orders are tendered to warehouses and carriers with proper lead time.
- Manage spot quotes and bidding process with carriers to drive cost reduction
- Track shipment and ensure they arrive at their destination on a timely manner, and follow up & investigate delayed trucks as necessary
- Lead cost-savings initiatives and track progress in a systematic and presentable way
- Maintain good working relationship with logistics partners such as carriers, freight forwarders, customs brokers, co-packers and 3rd party warehouses.
- Coordinate import/export documents – creating customs invoices for cross-border shipments. Electronically prepare, send and save all Shipping docs such as Bill of Lading, Commercial Invoice, Packing Slips, B13 for exports.
- Assist with auditing EDI invoices and ensure the correct products are being invoiced.
- Coordinate local courier (K&H) for QA samples and retention samples for co-packers and others
- Investigate discrepancies/errors in picking in the warehouse, and or at customer's receiving end
- Coordinate the disposal of food waste to food recycling facility
- Assist inventory control team for month-end Finished Goods inventory reconciliation
- Review and update standard operating procedures for approval as required.

- Additional duties may be assigned to support other Supply Chain projects or team members, or duties may be changed to meet business needs.

EDUCATION AND EXPERIENCE

- Relevant degree, diploma or experience in warehousing, logistics, or related discipline
- At least 5 years' experience in Logistics and Manufacturing environment
- Knowledge of consumer-packaged goods in the food industry is an asset
- Experience with using ERP systems
- Well versed in the transportation industry and strong understanding of temperature-controlled transportation

RELATED SKILLS, KNOWLEDGE AND ABILITIES

- Proven ability to manage projects and deliverables
- Exceptional attention to detail
- Strong organizational and time-management skills.
- Demonstrated strong analytical and problem-solving skills.
- Ability to prioritize under the pressure of tight deadlines.
- Excellent communication skills, both verbal and written
- Strong interpersonal skills; able to work independently and as a part of a team.
- Able to handle high pressure, high volume, time sensitive work flow.
- Able to persuade and positively influence at all levels of the organization.
- Possess customer focused attitude
- Able to deal tactfully and efficiently with all inquiries.
- Desire to learn and "Can Do!" attitude. Must be a team player and a problem solver.
- Strong working knowledge of Microsoft applications including Outlook, Excel, Word, etc.

BENEFITS

- Competitive wages
- MSP and Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to hr@daiyafoods.com with "Logistics Planner" on the subject line.