



POSITION DESCRIPTION

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

Welcome to the unexpected delight of plant-based exploration! We're the creators of a revolutionary cheese alternative that tastes, shreds, melts and stretches like traditional cheese. Today, as plant-based food grows in popularity, that spirit of innovation continues to inspire our team.

We believe in pioneering plant-based breakthroughs that delight people and planet. Our portfolio of great tasting foods provide an opportunity for everyone to gather around the table, whether you have food allergies, are flexitarian, vegan, vegetarian, or just plant-based curious!

We're one big family of food-loving Daiyans, and we're always on the lookout for people who share our passion, our vision, and our ability to make each other smile.

SUMMARY

The **Logistics Planner** is accountable for the day-to-day management of shipments including finished goods, raw materials, and packaging to ensure continuous operation of both internal and external facilities. This position is responsible for planning and executing cost-effective and timely transportation of products to customers' supply networks. This position will require strong communication skills in providing cross-functional logistic support and expertise across the network, such as 3PL providers, Production Planning, Sales, Purchasing, Operations, R&D, QA and more.

DUTIES AND RESPONSIBILITIES

- Accountable for managing the transfers of finished goods to all distribution facilities to ensure accurate and real time inventory
- Constantly monitor and analyze the distribution network to ensure its optimized and aligns with Supply Chain goals.
- Coordinate shipping priorities within the internal distribution network through scheduling and directing of warehouse team in relation to 3PLs and Co-packer's transfers.
- Responsible for completing Supply Chain Transfer (SCT) data management in Syspro for warehouse and Co-packer transfers in a timely manner.
- Create and manage the tender and dispatch process for all outbound orders supporting 3PLs in Canada and US.
- Review outbound sales orders and SCTs, ensuring order details are provided to 3PL warehouses by EDI.
- Ensure orders are tendered to warehouses and carriers with proper lead time.
- Manage spot quotes and bidding process with carriers to drive cost reduction.
- Manage shipments to ensure on time arrival and investigate delays, as necessary.
- Lead cost-savings initiatives and track progress in a systematic and presentable way
- Maintain strong working relationship with logistics partners including 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 Shipping docs such as Bill of Lading, Commercial Invoice, Packing Slips, B13 for exports.
- Assist with auditing EDI invoice accuracy against invoiced products.
- Review to ensure accuracy of freight invoices from transportation carriers and 3PL warehouses.
- Investigate discrepancies/errors in picking through our warehouse to our customer's receiving end.

- Coordinate the disposal of waste to food recycling.
- Support inventory control team for month-end 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 in coordinating international ocean and air shipments
- Experience with using ERP and TMS systems such as Blujay.
- 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 compensation
- 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 careers@daiyafoods.com with "Logistics Planner" on the subject line.