

LOGISTICS / SHIPPING & RECEIVING SPECIALIST

Job Title: Logistics Specialist

Reports To: Senior Management

Job Description

The Logistics Specialist is responsible for managing the import and export of all products from at SMP CANADA.

Duties

- Packaging, transporting, distributing, and the maintenance of the product
- Knowledge of import/export rules and regulations pertaining to North America and all foreign countries
- Generate shipping documents and labels
- Maintaining appropriate records and reports
- Provide weights and dimensions to support staff if needed and obtain freight quotes if necessary
- Adhering to all safety procedures
- Performing additional tasks or duties as assigned
- Accountability, maintenance, and minor repairs for all issued equipment
- Processing prepositioned Pick Lists for export
- Assist in receiving, storing, issuing and delivering of equipment, tools, and supplies, maintaining inventory control, and doing the required recordkeeping
- Verify accuracy of shipments by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase orders; record any discrepancies or damage
- Open crates and other containers using hand tools to unpack items received. Inspect shipments for damage and defects.
- Move inventory to various locations manually and by operating mechanical equipment, including fork lift, pallet jack, and handcart
- Sort and store items according to established procedures
- Maintain computerized inventory records, take physical count periodically, and check against inventory control totals using computer
- Requisition additional supplies from purchasing department as needed
- Maintain custody receipts for items being repaired and loaned out temporarily
- Read and fill requisitions for stock items
- Verify accuracy of orders pulled
- Load and unload delivery truck by hand or equipment
- Operate tools, equipment, and vehicles according to prescribed safety procedures
- Follow established safety procedures and techniques to perform job duties including lifting, carrying, etc.

- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately
- Detect needed repairs on vehicles and equipment by following established inspection procedures
- Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects
- Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise