



JOB DESCRIPTION

Our Brand Promise:

YOU'LL LOVE DOING BUSINESS WITH US

Our Mission:

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

Our Vision:

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

Our Value Proposition:

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.

Our Core Values

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Recent awards:

- o Proud to be named one of Canada's 10 Most Admired Corporate Cultures
- o Repeat winner of CANADA'S BEST MANAGED COMPANIES
- o One of Canada's PROFIT 500 Fastest-Growing Companies
- o Recipient of the 2017-18 Canadian Business Excellence Awards for Private Businesses

Summary

The Logistics & Dispatch position is responsible for inbound, outbound and direct common carrier traffic, along with the planning of our dedicated in house common carriers. Also responsible for ensuring the successful delivery of all orders outside of our local coverage zones, using a mix of in house and third party suppliers, along with various administrative duties.

Duties & Responsibilities

Logistics

- Manage all transportation booked, through our common carrier network, including inbound, outbound, direct, offsite, etc.
- Maintain partnerships with current vendors and expand supplier base by actively building new relationships with new carriers.
- Negotiate favorable rates, for Weston, with carrier partners.
- Reply to internal inquiries, for transportation rates outside of our standard zones, ETA's and updates.
- Ensure all open shipments are tracked, and have updates, daily.
- Source a variety of backhauls, for both our in-house common carriers and dedicated fleet, to optimize revenue, cost efficiency and equipment availability.

Dispatch / Shipping

- Effectively plan, route and coordinate shipments, for outbound orders beyond our local coverage zones, in the most efficient manner to service customers and control costs using our dedicated fleet and common carrier network.
- Maintain regular contact with drivers, to ensure all instructions are conveyed in a clear manner.
- Ensure regular updates, for all loads and deliveries, updating the shipping log where applicable.
- Maintain regular contact with sales, purchasing and operations throughout day with any issues associated with daily deliveries.
- Coordinate with the operations team, to ensure all orders booked/scheduled are ready to ship.

Administration:

- Maintain accurate data and information at all times.
- Ensure and verify that all carrier insurance and contact information is current and properly filed.
- Work to increase efficiencies, with our current systems and processes.
- Send transport confirmations to vendors, in a timely fashion, for all loads booked.
- Maintain and enter accurate costing/charges, for all transportation booked.
- Complete inbound and outbound customs documents, as required.
- Assist, as needed in an administrative roll, throughout the shipping and logistics departments.
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- Minimum 2 years of Transportation, 3PL or Dispatch experience required.
- Ability to work in a fast paced dynamic environment
- Versatile with the ability to quickly change directions
- Strong problem solving skills
- Understanding of Highway Traffic Act
- Excellent communication skill (oral & written)
- Exceptional Organization skills and ability to multi-task.
- Good attitude
- Strong computer skills, MS Office
- Lumber experience an asset
- Bilingual in English and French an asset
- Punctual and maintain attendance
- Adhere to Company policies and procedures
- Other duties as required to attain company goals