



JOB POSTING
Logistics Coordinator
Monday to Friday 8:00am to 4:30pm

About the Company

Virox Technologies Inc. is a leading manufacturer in equipping the entire spectrum of global markets that are concerned with infection control with state-of-the-art antimicrobial technology in the war against microbes. As a research driven company, Virox currently sells branded and private label products and partners with industry leaders in human and animal health markets. All partners have validated the scientific claims and market acceptance of our patented technology called Accelerated Hydrogen Peroxide. We are presently growing at an exciting pace and are looking to add a Logistics Coordinator to our team.

About the Role

As a member of our warehouse team reporting to the Manager of Manufacturing, the *Logistics Coordinator* is responsible for coordinating the flow of materials, inbound, outbound and through the facility.

Duties & Responsibilities

- Scheduling transportation in alignment with shipping planner requirements and booking delivery appointments to improve dock efficiency.
- Verifying and posting receipts of materials with the correct discounts and landed costs.
- Working with the Quality Assurance (QA) team to ensure the safe arrival of inbound and outbound goods at all times.
- Maintaining warehouse compliance with Good Manufacturing Processes (GMP).
- Managing the disposal of cardboard, garbage and recycling of returnable drums and ensuring credits are applied for appropriate suppliers.
- Following up with carriers to ensure delivery requirements are met.
- Tracking carrier performance.
- Ensuring all transport regulations (customs, weight, securing and bracing) are adhered to.
- Coordinating with the Marketing team to prepare and ship tradeshow booths and materials as required.
- Communicating all shipping discrepancies, warehouse and carrier issues to the Manufacturing Manager.
- Other tasks and projects as assigned.

What do you need to succeed?

- A minimum of 5 years of previous experience in shipping, receiving and the Transportation of Dangerous Goods.
- A certificate in Supply Chain Management is preferred, but not required.
- Demonstrated ability to use RF Scanners and ERP systems effectively.
- Ability to use Microsoft programs (outlook, excel, word, Great Plains).
- Strong mathematical, numeracy and communication skills.
- Effective organizational skills, with the ability to multitask in a warehouse environment with shifting priorities.
- Ability to work well as a team and independently, as needed.
- Ability to work longer hours during peak periods.
- Ability to lift up to 50 lbs as needed.

Applications

Those interested in being considered for this opportunity are asked to forward their resumes to jobs@virox.com.

Virox Technologies Inc. is committed to providing accommodation for individuals with disabilities. Accommodation will be provided upon request in all parts of the hiring process as required in accordance with the Virox Technologies Inc. Accommodation Policy. Candidates requiring accommodation are asked to make their needs known in advance.

We sincerely thank all applicants who express an interest in this role; however, only those candidates being directly considered will be contacted.