

**Logistics Coordinator $40K**

This prestigious international consumer goods company is looking for a Logistics Coordinator in their Sales team. The role is a critical part of the shipping and receiving, order processing and project execution in the daily operations of the organization. Included will be receiving incoming packages; packing & shipping outgoing packages from a wide range of departments; storing materials, including maintaining inventory of shipping materials/ supplies; recording shipping and receiving information in the computer; assist with order processing and reviewing all relevant invoices for payment. Required will be at least 3 years working experience as a warehouse associate with planning and logistics; proven organizational and problem-solving skills; a professional demeanour and presentation as well as excellent communication skills. The ideal candidate will be a team player and be able to exercise independent judgment. Attention to detail is critical for this role. Proficiency in MS Office (Word, Excel and PowerPoint) is essential. This is a six-month contract with the opportunity to become perm. Please email your resume to Wendy Harvie at wharvie@profileconsultants.com and quote reference number WH-903T.