



Logistics Coordinator

Job Profile

Driven by a love of plants, Pure Sunfarms is one of Canada's largest, single-site, licensed producers of high-quality, greenhouse-grown cannabis based in BC's Fraser Valley (Delta). We are proud to bring together individuals from a wide breadth of industries, backgrounds, and experiences, and promote a culture of belonging where everyone can truly be themselves – in every form of expression that is natural to them. This is our priority and guiding light at Pure Sunfarms, driving our uncompromising approach to quality and success within the Canadian recreational cannabis market. We believe our differences are our strengths, letting us look at cannabis in a whole new light.

ESSENTIAL FUNCTIONS

- **Coordinate Shipment Orders**
 - Coordinate and track all shipments
 - Issue freight PO's/requests
 - Develop an efficient and accurate system for tracking all open shipments and ensure both internal and external customers are updated
 - Coordinate and oversee sales orders, RMAs, and co-manufacturing projects
- **Collaborate with Customers**
 - Collaborate and help other team members in delivering optimal transportation service solutions
 - Direct partner to various departments including: Brand & Commercial team, supply chain management, procurement, production, and planning
 - troubleshoot and resolve issues with customer orders and shipments
- **Effectively Communicate with Customers:**
 - Serve as the first point of contact for customers seeking assistance
 - Obtain freight quotes; communicate with various departments including accounting, construction, and production to process customer orders
 - Provide effective customer support by maintaining service level agreements
 - Follow customer specific escalation procedures and direct complex issues to the next level of support

OTHER DUTIES

We work in a fast pace environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time/most of the time and as a team, we look to support each other.

YOUR BRAND, YOUR STORY

We already know you are passionate about Supply Chain, but we want to know more about your strengths. You're good at the following:

- Able to provide superior customer service
- Able to support decisions in a fast-paced environment, while maintaining the needs of internal and external customers
- 2+ years of experience in a similar role
- Supply Chain or Transportation certification(s) is an asset
- Holds a Bachelor of Commerce, Economics, or another degree/diploma is an asset
- Has comprehensive understanding of MS Excel, MS Word, and industry standard purchase order software platforms
- Has experience with Enterprise Resource Planning (ERP) tools is an asset
- Has strong negotiation and interpersonal skills
- Has solid research skills and commitment to continually learn about new products/technologies/processes
- Has mathematical and analytical skills
- Must have the ability to obtain and pass a RCMP Criminal Record Check and maintain security clearance.

Please send your resume directly to careers@puresunfarms.com