



**Job Title:** Logistics Supply Chain Coordinator  
**Reports to:** Operations Manager

### Position Summary

The Logistics Supply Chain Coordinator will be responsible for all shipping and receiving, including updating and maintaining logistics procedures. This role will also handle a wide variety of administrative duties in support of the operations team and assist with our vendor supply chain with quoting, ordering, and scheduling tasks. The role will be involved in projects for clients nationally and internationally. The qualified candidate will be based out of Westbay's office in Burnaby, BC.

### Key Responsibilities

- Coordinate all inbound and outbound shipments for the company
- Develop, organize, and control import and export documentation
- Develop, update, and maintain logistics-related documents and procedures
- Liaise with sales and operations team members and management to ensure ship date and on-time delivery targets are met
- Communicate with clients as related to shipments
- Assist with contract and price negotiations with vendors
- Provide general support and administrative assistance to the operations team
- Assist with inventory counts and related reporting to management and accounting
- Enter, update, and maintain data as required in ERP system
- Develop and update bills of material for new product manufacturing
- Prepare purchase requisitions when required

### Experience, Skills and Education

Required:

- 2+ years' experience working in a logistics role
- Ability to problem solve and communicate effectively
- Must be productive working both independently and collaboratively in a small team environment
- Ideal candidate must be able to manage multiple projects at one time and adhere to project schedules
- Basic computer skills and working knowledge of Microsoft Office
- Excellent written and verbal communication skills with attention to detail and accuracy
- Strong organizational and planning skills

Preferred:

- Post-Secondary education
- Experience dealing with vendors an asset

### Company Background

Westbay Instruments ([www.westbay.com](http://www.westbay.com)) is the global leader in designing, developing, and supplying versatile, cost effective subsurface characterization technology for multi-level ground water monitoring systems. The Company's products allow for testing of hydraulic conductivity, long-term monitoring of fluid pressure and collection of fluid samples from multiple zones within a single borehole.