

Logistics & Purchasing Specialist

Job Code: LogPurSp



Job Details

Location: Ontario
Job Type: Full Time

Position Summary

Position Vacant: Yes
AI Being Used to Recruit: No
Salary Range: \$69K - \$95K

The Logistics & Purchasing Specialist is responsible for **end-to-end material procurement** and **inbound/outbound logistics coordination**, while ensuring **accurate customer order data entry** and **on-time delivery performance**. This role manages vendor relationships, negotiates prices and lead times, plans shipments, monitors inventory levels, and supports continuous improvement in cost, quality, and service. This position reports the Assistant Manager, Parts & Service.

Key Responsibilities

- **Purchasing & Supplier Management**
 - Source, evaluate, and onboard suppliers; maintain approved supplier list and documentation.
 - Issue and manage Purchase Orders (POs); confirm order acknowledgements, lead times, and delivery dates.
 - Negotiate pricing, Incoterms, MOQs, payment terms, and rebates; prepare bid/quote analyses.
 - Monitor supplier performance (OTD, quality, responsiveness); drive corrective actions as needed.
 - Coordinate with Finance on invoice matching, price variances, and HST compliance.
 - Maintain accurate item master data (costs, lead times, units of measure) in ERP.
- **Logistics Coordination (Domestic & International)**
 - Plan and book inbound/outbound shipments; select carriers/freight forwarders; optimize mode (LTL/FTL/parcel/air/ocean).
 - Prepare and verify shipping documents (BOL, commercial invoice, packing list, certificates of origin).
 - Manage customs brokerage and import/export compliance (CBSA, HS codes, CUSMA, Incoterms).
 - Track shipments, resolve exceptions, and communicate delivery status to stakeholders.
 - Optimize freight spend through consolidation, routing guides, and carrier performance reviews.
 - Ensure safe handling and storage practices; coordinate with warehouse for receiving and dispatch.
- **Customer Order Data Entry & Service**
 - Enter and validate customer orders in ERP/CRM ensuring accuracy of SKUs, quantities, prices, ship-to, delivery dates.

- Confirm order acknowledgements and proactively communicate changes, partials, or backorders.
- Coordinate with Sales/CS for special requirements (expedites, drop-ship, labeling, packaging).
- Maintain customer-specific data (pricing agreements, compliance docs, EDI mapping) where applicable.
- **Inventory & Planning Support**
- Monitor inventory levels and safety stock; recommend replenishment based on demand and lead times.
- Collaborate with Production/Planning on MRP runs, shortage lists, and capacity constraints.
- Execute cycle count support and reconcile discrepancies with warehouse/finance.
- **Continuous Improvement & Compliance**
- Identify process improvements to reduce lead time, inventory risk, and logistics costs.
- Support SOP creation and maintenance for purchasing, receiving, shipping, and data entry.
- Ensure compliance with internal controls, quality standards (ISO where applicable), and OH&S/WSIB requirements.

Qualifications

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- Minimum 1 Year college diploma or equivalent.
- 3–5+ years in purchasing, logistics, or supply chain (manufacturing/distribution preferred).
- Solid understanding of **Incoterms**, **CBSA import procedures**, **CUSMA**, HS classification, and brokerage.
- Experience with ERP/MRP systems (e.g., Microsoft Dynamics 365, SAP, NetSuite, Sage) and Excel.
- Strong negotiation, vendor management, and data accuracy skills.
- Excellent communication and cross-functional collaboration (Sales, Warehouse, Finance, Production).
- **Tools & Systems**
- **ERP/MRP**: Sage X3 (or other similar systems)
- **SAP**: freight forwarder portals
- **Office Suite**: Excel (VLOOKUP/XLOOKUP, Pivot Tables), Outlook, Teams
- **Document Management**: SharePoint, OneDrive
- **Analytics**: Power BI (optional)

Education Requirements

Min/Preferred	Education Level	Description
Minimum	2 Year / Associate Degree	

Years Of Experience

Minimum Years of Experience	Maximum Years of Experience	Comments
1	5	

Accommodations will be available upon request for persons with disabilities.