

Logistics Coordinator

Looking to start your career with an exciting, growing company?

Real Time Networks Inc. is a Vancouver, B.C. Canada based company experiencing rapid growth and continued success in the marketplace. We build solutions that provide security, safety and real-time tracking for keys, assets, and people. Our products lead the Security industry and include KeyTracer key control systems, AssetTracer electronic smart lockers, and Workplace Safety location solutions.

Position and Scope:

Reporting to the **Logistics Manager**, the **Logistics Coordinator** will ensure timely receipts and outbound shipments, inventory accuracy and shipment administration. Working at our location in **Port Coquitlam**, our ideal candidate will be responsible for all aspects of our warehouse including shipping and receiving, inventory, customer communications and providing logistics support.

Responsibilities:

- Responsible for all receiving, reconciliation, and put-away of inbound inventory / shipments as well as co-ordination, packaging, and shipment of outbound orders / inventory.
- Communicating shipment information to customers and updating Shipping Log and Internal Communication web tool.
- Logging and tracking all outbound shipments / receipts in web tool.
- Light assembly of Finished Goods inventory and products.
- Ensuring all processes are followed correctly; documenting new processes when required.
- General Warehouse organization and clean up.
- Working closely with Operations to ensure related service and customer goals and project timelines are met.
- Providing exceptional customer service to our clients.

What you bring:

- 1-3 years experience working in a warehouse, logistics or similar position.
- Excellent computer skills; must be proficient with MS Office.
- Detailed oriented with excellent communication skills in English.
- Driver's license required; short (reimbursed) travel occasionally required.
- Must be able to lift cartons up to a maximum of 25 lbs.

Location:

- Port Coquitlam, BC

What we offer:

- Permanent Full-Time employment.
- Extended health and dental benefits.
- RRSP matching.
- Opportunity for development and training.

To Apply:

- Email a copy of your resume to lisa.egami@realtimenetworks.com

RTN is an equal opportunity employer who is committed to an inclusive and diverse workforce, equity in employment and fostering a barrier-free environment.

We strive to include perspectives from those that vary by race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability. If accommodation is required at any point in the recruitment process, please contact a member of our Recruitment Team.

