



JOB POSTING: 2019-006 **POSITION #:** _____

JOB TITLE: Shipper / Receiver / Logistics Coordinator

COMPANY: Coulson Aircrane Ltd.

REPORTS TO: Stores Manager – Port Alberni BC

ABOUT THE COMPANY:

At Coulson, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work.

Aircraft fire fighting and developing new industrial technologies are much more than pieces of metal and components; we at Coulson are determined to make a difference saving lives and homes. In addition, we strive to improve the environment we share globally.

Family owned and operated since 1960, the Coulson Group of Companies began with Forestry in British Columbia. During the 1990s, Coulson expanded into Aviation and, led by a pioneering management team, we have become one of the foremost Aviation Fire Fighting Companies in the world. We operate in the USA and Australia, and we expect to expand to other countries around the world.

In addition to Aviation, Coulson has pursued other endeavours, the most recent of which has been Coulson Ice Blast, an industrial cleaning technology that has applications in many industries. In fact, Coulson was recently recognized with awards for our ground-breaking technology.

WHAT WE'RE LOOKING FOR:

This full-time position has been created due to the rapidly expanding operations in Port Alberni, B.C. We seek a hardworking candidate with a very strong attention to detail to be involved in all logistical aspects, as well as purchasing within the aeronautical industry. There will be no shortage of engaging work at Coulson Aircrane, a company that strives to set high standards in aviation industry.

Job Duties:

- Perform day-to-day purchasing receiving tasks
- Restock inventory
- Responsible for direct charging
- Implement and comply with Canada Customs' procedures and forms



- Work with suppliers, Accounts Payable, Accounting, and Maintenance to ensure the efficient completion of the procurement cycle.
- Coordinate the inbound and outbound movements of aeronautical parts and accessories, aircraft, and raw materials globally.
- Coordinate with vendors/suppliers, customers, raw materials suppliers, transportation service providers, customs brokers, and ports to ensure that all shipments moving are being delivered as planned.
- Track and trace inbound and outbound shipments to various warehouse locations, vendors/suppliers, customers, and Sales Offices and update system accordingly.
- Issue shipping instructions and provide routing instructions for finished goods and raw materials.
- Ensure Coulson Group of Companies procedures and standards are being met.
- Work with various departments to ensure steady flow of information throughout our supply chain.
- Update various departments with inbound and outbound shipments.
- Provide support for logistics projects or operations projects assigned.
- Maintain appropriate inventory levels.

Requirements

- Strong organizational skills
- Detail orientated.
- Proficient with Microsoft Office programs
- Experience in a stores position in a team environment.
- Knowledge of computer programs, such as MS Office and inventory systems, and inventory management theory.

Additional experience, education and/or skills

- Security background check may be required.
- Aviation knowledge is desirable.

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com.

We would like to thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.



BENEFITS:

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, pension, and the possibility for bonuses. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive Work-Life Balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs.

Port Alberni is a jewel nestled in the Alberni Valley, offering many outdoor activities during your down time, including water sports, camping, hiking, snowshoeing, and others. With lakes, the Inlet, and mountains all around, you will never run out of things to do here. There is a movie theatre that is currently undergoing renovations, and many shops owned and operated by local residents. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

If you're looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive West of town. Or, if you're not looking for waves, Nanaimo is only an hour East, while Victoria is less than three hours South. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is also less than two hours Northeast of the Valley, offering mountain biking, skiing, caving, and other outdoor activities. And let's not forget those adorable goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.

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COULSON FOREST PRODUCTS LIMITED COULSON ICE BLAST LTD. COULSON AIRCRANE LTD.

COULSON AVIATION (USA) INC. COULSON AVIATION (AUSTRALIA) PTY. LTD.