

Shipping Coordinator

Employer: REHAU

Location: Montréal, QC

Workplace information: On site

Work address: 19805 Trans-Canada Highway, Baie-D'Urfé, QC H9X 0A2

Salary: Up to \$26.74 hourly / 40 hours per week

Terms of employment: Permanent employment, Full time

Day, Morning

Start date: As soon as possible

Vacancies

1 vacancy

Overview

Languages:

- English required
- French is an asset

Education:

- College/CEGEP diploma in logistics, supply chain, or a related field
or equivalent work experience

Experience:

- 2 years to less than 3 years
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Responsibilities

Tasks:

- Coordinate and schedule the shipment of finished goods, components, and materials
 - Prepare and process shipping documentation, including bills of lading, packing lists, and export documentation
 - Arrange transportation with carriers and logistics providers and confirm delivery schedules
 - Track shipments and monitor delivery status to ensure timely delivery
 - Investigate and resolve shipping issues such as delays, damages, or missing shipments
 - Verify shipment accuracy, including quantities, packaging, labelling, and special handling requirements
 - Maintain shipping records and update logistics data in ERP systems (e.g., SAP)
 - Communicate with internal departments to coordinate order fulfillment
 - Assist with inventory control activities related to shipping operations
 - Identify and recommend improvements to logistics processes
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Technical Skills

- Experience using ERP systems for shipping and inventory transactions (SAP preferred)
- Proficiency in preparing export and customs documentation, including bills of lading and commercial invoices
- Working knowledge of cross-border shipping (Canada–U.S.) requirements

- Familiarity with carrier platforms and shipping systems (e.g., FedEx, UPS, LTL freight portals)
 - Experience resolving shipment issues and delivery exceptions using transportation tools
 - Strong working knowledge of Microsoft Excel (e.g., data entry, tracking logs, basic formulas)
 - Understanding of transportation compliance requirements
 - Experience supporting inventory control activities such as cycle counts and reconciliation
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Additional Information

Work Schedule:

- Day shift, Monday to Friday
 - 40 hours per week
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Equal Opportunity Employer

REHAU is an equal opportunity employer. We are committed to creating an inclusive workplace and encourage applications from all qualified individuals, including youth, Indigenous peoples, newcomers to Canada, and members of underrepresented groups.
