

**JOB TITLE:** Distribution Coordinator

Canada's largest private wine club is looking to hire an experienced Logistics Coordinator to help us keep growing. If you're hard-working and dedicated and love wine, Opimian is the place for you.

**Responsibilities**

- Plan and implement supply chain optimization projects.
- Help foster trusting relationships with vendors and team members.
- Facilitate monthly DTC (Direct to consumer) distribution.
- Oversee DTC carrier inquiries.
- Proof case markers & Back labels
- Generate labels for 3rd party carrier
- Generate documents, organize, manage files, and maintain tracking data and reports
- Take the lead in navigating shipment claims with carriers and troubleshooting any unexpected obstacles.
- Ensure full compliance with customs and government agency
- Execute the release of products to Opimian members, both store releases and DTC members.
- Support the registration process of Opimian products with all liquor boards.
- Track DTC (direct-to-consumer) distribution model to optimize the most cost-effective shipping modes and schedules.
- Track KPIs and report on supply chain performance
- Ensure open communication channels and provide our internal team with a clear view of deliveries.
- Handle data entry for import and export docs with finesse and accuracy.
- Maintain a file on carrier performance by documenting all carrier issues and prepare a quarterly report for the department head
- Other responsibilities as required

**Qualifications**

- Proficiency in computer databases, statistic applications and logistics programs is preferred
- One year of experience in the logistics industry or related industry
- Experience in data mining, analysis, and reporting is preferred.
- Advanced knowledge of Microsoft Office, e.g.(excel)
- Familiar with supply chain processes (e.g., inventory planning, warehouse management)
- Strong analytical mind with problem-solving aptitude
- Strong attention to detail
- Great interpersonal skills
- Exceptional verbal and written communication skills
- Ability to work independently, manage time, and handle multiple tasks.

Opimian operates bilingually in Canada. Fluency in French would be a huge asset but is not required.