



Pacific BioEnergy

LOGISTICS COORDINATOR

JOB TITLE: Logistics Coordinator
COMPENSATION: We offer an industry competitive remuneration and benefit package

Pacific BioEnergy is a private company established in 1994 with corporate offices located in Vancouver, BC and operations in the heart of British Columbia's forest region, Prince George, BC. We are a leader in wood pellet fuel in North America and are committed to meeting growing worldwide demand for this clean energy source.

DESCRIPTION:

The Logistics Coordinator of Pacific BioEnergy Prince Gorge Limited Partnership is responsible for managing all facets of inter-provincial and international logistics activities as well as being expected to work closely with safety, operations, finance, environmental and human resources to ensure all aspects of business strategies are met or exceeded. The ideal candidate will possess exceptional record-keeping and tracking abilities with a customer-oriented approach.

KEY ACCOUNTABILITIES:

Logistic Requirements

- Commitment to promoting a sustainable approach to logistic procurement and supply chain development.
- Manage all inter-province and export logistics activities, including rail and ocean freight transportation.
- Track vessel arrivals and departures.
- Track the transportation of finished product to destination that coordinates with vessel schedule.
- Ensure accuracy of all documentation related to outbound vessel shipments.
- Support the Company regarding any internal logistical requests or requirements.
- Ensure Company compliance with laws and regulations related to transportation of product.

Forecasting and Tracking

- Analyze data and information to identify the underlying principles, reasons, or facts of information by breaking down information or data into appropriate reports.
- Maintain vigilant metrics, reports, process documentation, customer service logs, and shipping file.
- Work closely with other management personnel to ensure logistic integration between production activities and sales fulfillment.

External Products

- Manage all documentation required for rail and ocean borne shipments for accuracy.
- Maintain proactive relationships with the company's logistic service providers.
- Support Logistics Manger in transportation negotiations as required with product carriers, rail or truck companies.
- Manage outside product supply requirements from other facilities in accordance with negotiated contracts.
- Align program requirements for transportation movement of product.
- Oversee and track all pellet quality data from all facilities, Pacific BioEnergy and all outside suppliers.

REQUIRED QUALIFICATIONS:

- Have a strong attention to detail and accuracy.
- Possess excellent time management skills.
- Previous experience in a logistics and transportation role would be considered an asset.
- Have a desire to work and contribute in a team based environment.
- Excellent verbal, written and interpersonal communication skills with a proven ability to work with others to successfully meet deadlines.
- Excellent systematic, problem solving, and computer skills with a strong knowledge of Access, Word, Excel and PowerPoint.

If you have a desire to be part of a team that produces a superior product with highest level of quality assurance and feel that your logistics background and organizational skills can contribute to our team environment then we would love to hear from you. Please forward your resume in confidence to:

[mailto: careers@pacificbioenergy.ca](mailto:careers@pacificbioenergy.ca)