



JOB DESCRIPTION SHIPPING COORDINATOR

Incumbent:	TBD	Department:	Shipping
Reports to:	Logistics Manager	Title:	Shipping Coordinator
Location:	Puslinch	Review Date:	December 2025

Job Profile:

The Shipping Coordinator will primarily be responsible for tracking outgoing shipments while minimizing costs and ensuring timely delivery of CONCAST product to our valued customers. This position will coordinate and monitor logistics of the movement of goods and materials, prepare, and schedule shipments as assigned, and complete the necessary paperwork for shipping of goods, including bills of landing, customs forms and invoices.

Primary Responsibilities:

- Create a daily shipment schedule, prepare and schedule shipments as assigned. Track shipments and verify receipt of shipments as required
- Coordinate and monitor logistics of the movement of goods or materials
- Establish shipping method and arrange for the shipping of materials
- Plan logistics of the trip, and obtain appropriate paperwork to transport goods and materials
- Act as a technical consultant in field of expertise
- Review schedule requisitions, running times, distances, personnel availability, and other pertinent information to establish schedule parameters
- Dispatch appropriate personnel in accordance with schedules, work orders, or as demanded by the nature of the situation
- Complete all necessary paperwork at the end of the shift, including daily logs, inspection logs, delivery receipts, vehicle inspection, and hours of service, following applicable provincial and federal regulations
- Provide feedback to management regarding customer problems, mechanical problems, or delivery problems
- Oversee cargo handling and secure loads in accordance with established safety requirements
- Comply with applicable legislation, including safe operation, carriage of goods, drivers' hours of service, occupational health and safety, transportation of dangerous goods, customs and immigration, and weights and dimensions
- Adhere to established safe working procedures and wear the proper safety equipment at all times.
- Protect the health and safety of others by adopting safe work practices and reporting unsafe conditions immediately
- Maintain accurate and complete records associated with shipments, correspondence, invoices and receipts
- Develop and maintain computer databases, compile, verify, record and process documentation
- Check all load-related documentation to ensure that it is complete and accurate
- Operate all company equipment needed to communicate with company dispatchers such as radio, cell phone, or computer in order to receive information and updates

Required Skills and Attributes:

- Three or more years of related experience in a shipping or logistics field
- Highly developed understanding of transportation industry regulations, standards, and best practices
- Direct working knowledge of operations, warehouse, and transportation management
- Ability to respond quickly in a dynamic and changing environment
- Effective communication skills (verbal and written in English)
- Customer Focused (internal and external)
- Ability to prioritize and manage conflicting demands
- Demonstrated time management skills
- High level of integrity and work ethic
- Computer knowledge – MS Outlook, MS Word, MS Excel, Database

Education Requirements & Qualifications:

- Post secondary degree or diploma in a related field.
- Canadian Institute of Traffic and Transportation (CITT) Certification of Logistics Professionals (CCLP) OR Professional Logistician (P. Log.) certification an asset but not required.

Working Environment:			
<ul style="list-style-type: none"> • Open office high traffic environment with appropriate facilities • Office workstations equipped with a desk, chair, filing cabinet, mid-height partitions, integrated office phone, and computer. • Normal office hours of operation 8:00 am – 4:30 pm with a 30-minute unpaid lunch break • Physical activities will consist of prolonged periods of sitting, periodic filing, inter-office walking, and meeting room attendance • Flexible hours, including evenings, weekends, and holidays are required. Overtime may be required from time to time to accommodate business requirements 			
Approvals (name / signature)			
Manager:		Date:	
Director:		Date:	
Human Resources		Date:	
Compensation Disclosure: The expected compensation range for this position is between \$65,000.00 to \$75,000.00 annually			
Artificial Intelligence (AI) Disclosure: Please note that CONCAST does not use artificial intelligence as part of the screening, assessment, and selection process.			
Vacancy Status Disclosure: This job posting is for an existing vacancy within our organization.			
Employee Acknowledgement:			
I have read this Job Description and reviewed it with my Human Resources representative and/or my Direct Supervisor.			
I understand and accept the outlined requirements and recognize that alterations may be required as business conditions and needs change.			
Signature:		Date:	
CONCAST is an equal opportunity employer, and we are committed to establishing a qualified and diverse workforce. We are committed to accommodating applicants with disabilities throughout the recruitment and selection process, in accordance with the <i>Accessibility for Ontarians with Disabilities Act (AODA)</i> . Should you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Any information received relating to accommodation will be addressed confidentially.			
Applications from qualified candidates and/or questions, comments or related feedback from employees should be sent to Human Resources @ HR@concastpipe.com			