



# SANDER GEOPHYSICS

<b>Position Title:</b>	<b>Shipping Coordinator</b>
<b>Department:</b>	Shipping and Building Maintenance
<b>Reports to:</b>	Shipping and Building Maintenance Manager
<b>Contract Length:</b>	14-15 month contract

SGL is looking for a Shipping Coordinator to oversee the organization and dispatch of parts and materials necessary to fulfill the needs of aircraft maintenance in Ottawa and survey projects at various field locations worldwide.

## Responsibilities

- Source and evaluate parts and materials vendors, providers;
- Ensure the timely ordering, receipt, and dispatch of parts and materials;
- Maintain certification files and related documentation;
- Maintain good records by updating various log books, aircraft files, and training records;
- Produce reports from the Aircraft Management System (AMS);
- Coordinate operational planning with other departments to ensure that the proper parts and materials are available to achieve project goals, needs at field locations, and to perform the required work on aircraft as scheduled by the MPM;
- Liaise with freight forwarders, customs officials, and other key parties with regard to shipping, as required both in North America and overseas;
- Liaise with Aircraft Maintenance, Engineering, and other departments, as required;
- Facilitate the timely completion of company, customer, and regulatory audits, as required;
- Maintain certification required to ship dangerous goods;
- Understand, comply with, and promote all company safety precautions and policies, including reporting hazards and incidents encountered during daily operations;
- Promote, attend, and complete training courses and/or company examinations, as required;
- Maintain a high level of technical and operational knowledge through direct engagement with colleagues and personal development;
- Maintain project schedules and goals; and
- Perform other duties as assigned to ensure completion of projects within deadlines.

## Qualifications and Experience

- Postsecondary education in Logistics and Supply Chain Management or related discipline and/or relevant work experience which demonstrates ability to complete responsibilities.
- Minimum five (5) years experience in a shipping, receiving or relevant role;
- Demonstrated experience in an administrative role;
- Highly proficient with LibreOffice and/or Microsoft Office, Thunderbird, and Firefox;
- Familiarity with aviation paperwork, processes, and procedures an asset;

- Knowledge of AMS and inventory tracking software an asset;
- Ability to obtain a Transport Canada restricted area pass;
- Valid TDG and forklift certificate or the ability to get one;
- Valid driver's licence;
- Ability to lift and move heavy loads up to 50 lbs;
- Excellent interpersonal communication skills;
- Ability to communicate in multiple languages, an asset;
- Availability to work after-hours, as required; and
- Ability to establish priorities, direct the work of others, and multitask in a fast-paced environment.

## Benefits

SGL is committed to promoting employee wellness and successful work-life balance. Employee benefits include (but are not limited to):

- Comprehensive benefits coverage including health, dental, vision, and paramedical;
- Life insurance;
- Employee & Family Assistance Program;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

If you are interested or know a qualified person who would be interested, please forward their resume to [careers@sgl.com](mailto:careers@sgl.com). Please include the position title in the subject line of your email.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources at [careers@sgl.com](mailto:careers@sgl.com) prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.