



## **SOUTHWEST AGROMART POSITION DESCRIPTION**

Position Title: Logistics Coordinator

Report To: Admin-Finance Manger / Procurement & Logistics Team Leader - Eberts

Last Revised: May 2023

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### **GENERAL DESCRIPTION:**

Responsible for the distribution all possible SWAg products, and services to the existing regional customer base by coordinating the areas of SWAG's Bio-Science and fertilizer logistics as it relates to distribution centers, coordinating deliveries and inventory levels. This role relies on a strong need for regular consultation with internal customers. (Other Locations and Sales Staff)

*(The % allocations in this job description cumulate in 100% of the responsibilities. They are weightings not % of time.)*

### **KEY RESULTS AREAS:**

#### **LOGISTICS:**

70%

- Coordinates the distribution of product from distribution centers in conjunction with Regional Manager(s) within the deadlines set by the suppliers (fertilizer, chemical, seed)
- Coordinates dispatching of deliveries and customer application services(ground and air) for the region.
- Is the first point of contact for Operators and delivery drivers when support required.
- Support and coordinate internal logistics and storage of products for the Eberts locations.
- Supports and where directed, the product return processes including empty containers, skids, totes and obsolete products

#### **INVENTORY AND ADMINISTRATION:**

30%

- Provide reporting of inventory levels and ordered product to the location staff as required.
- Accurately maintains inventory movement within the enterprise system – as directed
- Assists with the chemical warehouse audits in conjunction with the Operations Manager/Plant Superintendent
- Supports the reporting and reconciliation of inventory at third-party chemical warehouses
- Maintains logs and records utilizing Navision (enterprise system) and Monday.com (logistics framework).
- Other duties as assigned

### **SKILL**

#### **Education**

- Requires a community college diploma or equivalent, achieve and maintain job specific required licences

#### **Experience**

- More than one year but less than three years of relevant experience required.

#### **Complexity/Problem Solving**

- Work is somewhat diversified. The employee works toward assigned objectives under general direction and guidance. The employee may make decisions and exceptions to standards or precedents where appropriate.

## **EFFORT**

### **Mental Effort**

- Carries out tasks requiring significant concentration on a variety of activities, some of which involve the assessment of a considerable number of options and occasionally require the use of complicated analytical methods.

### **Physical Demands**

- Sitting or driving or walking on even surfaces or lifting weights not exceeding 10 kg (22 lbs.) for periods of up to one hour.

### **Dexterity and Coordination**

- Work involves fine co-ordination where the employee is required to perform tasks that demand the accurate co-ordination of fine movements, where speed is a secondary consideration.

## **RESPONSIBILITY**

### **Accountability (Risk)**

- Incorrect or inappropriate decisions have a noticeable impact on third parties such as a time delay as the source of the error is traced and corrected, time and costs involved in repeating an operation or anxiety to Management or employees.

### **Financial Authority**

- Regularly carries out basic financial tasks such as processing transactions, recording and entering data, handling significant amounts of cash, purchasing of departmental supplies or equivalent.

### **Staff Supervision**

- Provides incidental guidance to an assistant(s) doing detailed work related to individual's position, or serves as channel through which work is directed or checked.

### **Policies and Procedures**

- Duties require the choice of methods and procedures to be used in carrying out the work and/or response to general requests for information and opinion.

### **Contacts**

- Work involves frequent contact with the public, other levels of government/agencies and with a wide variety of staff to provide or obtain information and service that is important to the operation of the organization.

## **WORKING CONDITIONS**

### **Physical Discomforts**

- Individual has no exposure to the hazardous conditions of severe discomfort caused by temperature extremes, inclement weather, dust, dirt, waste and similar factors, or is exposed to physical hazards and danger resulting from use of chemicals, operation of heavy equipment, entry into confined spaces, direct contact with disease-causing organisms and related conditions, but a reasonable proportion of the work results in exposure to the discomforts.

### **Stressful Situations**

- Individual has no exposure to highly stressful conditions caused by such things as dealing with very irate people, meeting tight deadlines, constant interruptions, life and death situations but a reasonable proportion of the work results in exposure activities creating moderate degrees of stress but not to the point of being highly stressful.