



The Bargains Group is an award winning, entrepreneurial Canadian, owned and operated company, which has been growing constantly for over 25 years. We like to think of ourselves as Bargain Idea Generators. Our dedicated and caring BG family provides retailers, companies, individuals, schools, organizations, associations and non-profits with quality merchandise and custom logoed promotional products at wholesale bargain prices. We are innovative and love making our clients happy at a bargain, and believe in being socially responsible.

Kits for a Cause division connects companies and individuals to local charities and provides them with a tailored team-building activity and/or corporate giving program. They make it fun, easy, and impactful and ensure that the experience is turnkey, down to providing the hand-picked essential items for each charity partner.

Job description

The Bargains Group & Kits for a Cause is seeking a **Shipping & Logistics Coordinator** to join our growing team! This position is meant for someone who is a team player, thrives in a fast-paced work environment, is solution-focused, is proactive in getting the job done, and has excellent attention to detail. The Shipping & Logistics Coordinator directly contributes to the team's success in building a positive impact.

Key Responsibilities:

Shipment Management:

- Ensure timely, accurate, and cost-efficient deliveries to clients and partners.
- Coordinate with suppliers, couriers, freight forwarders, and clients to arrange shipments.
- Track and monitor shipments to resolve issues such as delays, damages, or misrouting.
- Negotiate shipping rates and ensure carrier contracts align with company needs.

Compliance and Documentation:

- Ensure compliance with relevant laws, customs regulations, and company policies for domestic and international shipping.
- Prepare and verify the accuracy of shipping documents, including bills of lading, packing slips, customs declarations, and invoices.
- Maintain accurate records of shipping and receiving data for audits and internal reviews.

Communication and Coordination:

- Act as the primary point of contact between the sales and warehouse.
- Provide updates and tracking on shipping status and timelines as needed.
- Address customer inquiries or complaints related to shipping and logistics in a professional and timely manner.

Warehouse and Office Support:

- Collaborate with the warehouse team to ensure accurate picking, packing, and labeling of goods.
- Support warehouse organization, including inventory audits and maintenance of storage areas.
- Perform occasional hands-on tasks in the warehouse, such as labeling or order preparation.
- Assist in the planning and execution of logistics-related office projects and tasks.
- Assist as needed with shipping and receiving products from or to carriers.

Process Improvement:

- Identify inefficiencies in shipping and logistics processes and recommend improvements.
- Work with cross-functional teams to streamline supply chain operations.

Knowledge and Experience

- 2 years experience in shipping, logistics and warehousing - a must.
- Familiarity with sales and inventory reporting processes.

- Familiarity with shipping platforms or tools like FedEx Ship Manager, UPS WorldShip, or similar.
- Knowledge of distributing warehouses processes an asset.
- Experience with manual and electrical pump-truck.
- IT knowledge and experience an asset
- MS Office and proficiency in Excel
- Adobe Creative Suite
- Inventory and order management systems and ERP.

Skills and Competencies

- Exceptional attention to detail and accuracy.
- Strong organizational and multitasking abilities.
- Effective problem-solving skills with a proactive approach.
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet tight deadlines.
- Team-oriented with strong interpersonal skills.
- Analytical mindset to evaluate costs and identify process improvements.
- Experience in loading and offloading a truck using a pump truck

Our core values are:

We consciously care (We give a sh*t).

We are community builders.

We make a positive impact.

All interested candidates should email their resume to info@bargainsgroup.com. **We would love for you to answer the following questions with your resume submission:**

- What do you enjoy doing in your free time?
- What motivates you?
- What do you value most in a workplace?
- What cause or charity are you passionate about?
- What are your salary expectations.