



Job Description – Operations and Logistics Controller/Supervisor

Job Title:	Operations and Logistics Controller/Supervisor
Reports to:	Sales & Business Development Director
Department:	Commercial
Remuneration:	Annual Salary – range from 45k-60k plus vehicle allowance and other benefits that come with working with a Global Company.
Location:	Home Office Based but travel required primarily to Marystown and Argentia, East Coast, Canada
Working Hours:	Standard hours of work are 37.5 hours per week, however, BioMar operates a flexible working hours policy and working beyond a normal work day will be needed on occasion based upon the specific work requirement (travel to sea sites, travel on airplanes, specific logistics projects)
Main purpose of job:	<p>To be a representative of BioMar Canada on the east coast of Canada logistic supply chain. The primary function will be in Marystown and Argentia NL, to co-ordinate and manage all aspects of inbound and outbound stock operations, including hands on management of the warehouse environment, management of the medicated facility and resolution of product or service-related customer issues.</p> <p>This will include co-ordinating activities throughout the order fulfilment and transportation cycle to ensure customer deadlines are met and the most cost effective and efficient transport routes and services are utilised.</p> <p>Secondary functions will be problem solving and coordination of other issues that present themselves in a normal supply chain environment.</p>

Key Tasks & Responsibilities

Logistics Planning & Co-ordination

- Responsible for overseeing all aspects of the logistics pipeline: From replenishing local warehouse with bulk vessels imports, planning and coordinating the bulk vessel unloading and overseeing local deliveries to ensure customer orders are met and delivered on time.
- **Bulk Vessel Coordination:**
- Work with customer to determine which product to load on bulk vessel for import,
- Bulk vessel load planning to ensure transfer of product from vessel to warehouse in a coordinated fashion,
- Overseeing of import paperwork to relevant parties carrying out all stock transfers e.g., Custom brokers, governments, and local 3rd party warehouse team,
- Bulk Vessel unloading warehouse duties in a manner which will ensure safe and appropriate storage of product in a pest free, hazard free environment and minimise damage and waste of product
- **Local Deliveries Coordination:**
- Working with customer, 3rd party warehouse and captain of local delivery vessel to plan and coordinate deliveries from local warehouse to sea site
- Produce delivery notes for sign off from 3rd party warehouse to pick and deliver to local service

vessel and local service vessel to sea site
<p>Stock Operations</p> <ul style="list-style-type: none"> - Manage logistics for local deliveries from verifying delivery note to final invoice. - Responsible for Weekly/Monthly stock control via ERP system, report any variances - Ensure stock is used in the correct order i.e., first in first out basis - Investigate any stock issues inhouse and externally warehoused and resolve variances - Ensure quarantined stock is isolated and managed correctly - Ensure Warehouse personnel are trained on the stock control system and the system is utilised correctly
<p>Medicated Feed and Technical Services</p> <ul style="list-style-type: none"> - Medicated Feeds - Managing the medicated facility in Argentia NL, coordinating with the customer veterinarian, CFIA and to deliver high quality medicated feeds - Conducting semi-annual training of medicated personnel in Argentia NL - Requires keeping updated on CFIA rules and regulations using the My CFIA online app - Ensuring the import permits of feed is updated and renewed - Technical Services - Collect feed and flesh samples for submission to laboratory for analysis - Coordinate with customer to receive fresh flesh samples from sea site - Coordinated with courier and dry ice producer to ship samples safely - Report back to customer using BioMar BioFarm templates
Key Success Criteria
Qualifications & Experience
1. A post-secondary degree or diploma in Logistics or Supply Chain Management is an asset and can be compensated by sufficient work experience.
2. Strong stock management & forward planning experience.
3. Previous experience of working in Aquaculture highly desirable
4. Global bulk vessel planning experience desirable
5. Successful track record in logistical planning & delivery and managing delivery through 3 rd party suppliers
6. Previous FMCG warehousing, distribution, logistical planning and operational experience.
7. Previous experience in stakeholder management and customer service and resolution of customer issues/complaints, working on own initiative to resolution
Knowledge
1. Experience of ERP systems/MS Applications (excel to intermediate level) preferred but training will be provided
2. Demonstrable global geographical knowledge
3. Relevant commercial awareness e.g. of the application of conditions of contract,
4. Able to demonstrate or learn relevant import/export regulations and documentation.
5. Understanding of manufacturing & supply planning.
Skills & Abilities
1. Proven organisational skills in terms of planning, managing information, controlling timelines and meeting deadlines
2. Ability to communicate clearly with others both verbally and in writing.
3. Strong analytical and numerical skills with strong attention to detail.
4. Strong problem-solving skills and a practical mindset

5. Ability to effectively influence & collaborate with stakeholders and other 3 rd parties to achieve required outcomes.
6. Ability to work on own initiative, knowing when to seek further input and assistance.
Personal Attributes
1. An interest in transport planning.
2. Strong customer focus.
3. Full driving licence to enable travel to required work location and ability to work flexible at peak delivery times or on request

If you feel you have the necessary skills for this vacancy, please submit your CV to opportunities@biomar.com

If you would like an informal discussion on the role then we would love to hear from you. Please e-mail any of the following people to ask about the role.

scampbell@biomar.com- HR Director

mmcleish@biomar.com- Sales and BD Director

matli@biomar.com – Account Manager- Canada