



Title: Distribution Coordinator
Reports to: General Manager
Division: Instrument Division
Location: Mississauga
Terms: Full Time/Permanent

Position Overview:

This position reports directly to the General Manager ensuring accuracy and efficiency in all aspects related to order fulfillment from order entry through to physical distribution of product.

Responsibilities:

- Acts a general triage for the department with respect to customer order inquiries. Processes and maintains customer orders with specific attention to accuracy of billing/shipping information, items ordered, taxation, routing, delivery schedules etc. Troubleshoots basic product inquiries from both internal and external customers.
- Monitors and confirms accuracy of orders and available stock levels allowing for allocation of goods to customer orders and goods required for demos and trade shows. Oversees and conducts product transfers for the same.
- Supervises the operation of warehouse and warehouse personnel ensuring efficiency and accuracy in product movement and documentation. Ensures all related distribution deadlines are met. Liaises with carriers to establish delivery programs and oversees warehouse projects as required. Oversees annual and ad hoc inventory counts.
- Under the direction of the purchasing and planning coordinator, ensures stock levels are adequately maintained and product is allocated and shipped as required.
- Performs additional tasks and duties as requested by General Manager

Essential Knowledge:

- High School Diploma or higher plus a minimum of 3 years related work experience required. Knowledge and/or strong interest in optical or scientific equipment preferred.
- Fully conversant with a windows environment: Excel, Word and Outlook. Excellent working knowledge with computers. Knowledge of Epicor or equivalent ERP software a strong asset.
- Ability to work well within a team environment.
- Effective interpersonal and organizational skills working within cross-functional teams.
- Exceptional organizational skills.
- Ability to learn, assess and apply new technologies.
- Attention to detail.

Working Conditions:

Candidate will work in a climate controlled office environment.

If you have the above listed skills, or know someone who does and is interested in joining the Nikon Canada team please email a current resume including cover letter in confidence to hr@nikon.ca. Nikon wishes to thank all applicants, only those selected for interviews will be contacted. Nikon is an equal opportunity employer.