



LOGISTICS COORDINATOR

INNOTEX INC. is a leading designer, manufacturer, and distributor of personal protective equipment and turnout gear for firefighters and first responders. Our commitment to innovation and teamwork has made us the trusted partner for thousands of fire departments across the globe. We have three factories in Quebec, Canada and one in Ohatchee, Alabama.

If you enjoy working in an industry that makes a difference in the field of community protection and security, then we have the perfect role for you. Our rapidly growing team is currently looking for a motivated and dynamic individual to fill the role of **Logistics Coordinator**.

Reporting directly to the Production Planning Manager, you will be responsible for effectively managing and coordinating the movement of INNOTEX products throughout the supply chain by optimizing transportation, inventory management and communication with suppliers and carriers. Your goal will be to minimize costs while maximizing operational efficiency.

This position is based in Montreal, Quebec.

MAIN RESPONSIBILITIES

- Coordinate timely and accurate shipments.
- Select the best transportation providers and manage relationships.
- Prepare and process all customs documents for international, Canadian, and U.S. shipments.
- Ensure accuracy and compliance for orders and shipping documents.
- Manage inventory databases based on demand.
- Monitor supply chains to ensure efficiency and cost-effective delivery to customers.
- Communicate with customers and brokers as needed.
- Ensure timely scheduling of client orders.
- Maintain accurate and consistent records and reports.
- Identify and resolve shipping errors.



QUALIFICATIONS AND EXPERIENCE

- 5-7 years of experience in logistics or a related field
- Familiarity with best practices in transportation logistics and supply chain management
- Understanding of both transportation and warehouse management
- Ability to analyze data to improve logistics efficiency
- Strong customer service skills
- Minimum of 5 years of relevant experience in a manufacturing environment
- Ability to manage multiple requests and priorities
- Knowledge of common logistics management software (GP, ERP, and CRM)
- Strong Microsoft Office skills, particularly Excel
- Bilingual (French and English) both spoken and written, to communicate effectively with our English- and French-speaking internal teams and partners

KEY COMPETENCIES

- Strong research and analytical skills with a solution-oriented mindset
- High level of autonomy, excellent organizational skills, and keen attention to detail
- Collaborative attitude and ability to work effectively within a team
- Excellent communication skills for conveying information effectively
- Process oriented mindset
- Strong negotiation skills

WHAT WE OFFER

- Dedicated and passionate team
- Flexible work schedule and work-life balance
- Competitive salary with bonus
- Group insurance with telemedicine services and a pension fund
- Access to an employee assistance program



- Free parking or public transportation for our Montreal plant
- Possibility of hybrid remote work
- Ongoing training
- Referral program

If this role aligns with your skills and career aspirations, please send your application to our Human Resources department at RH@innotexprotection.com.