



# LOGISTICS MANAGER

**INNOTEX INC.** specializes in Fire and Rescue protective equipment. The values of the INNOTEX team include commitment, innovation, and teamwork. As a leader in the firefighting equipment industry, we proudly partner with thousands of fire departments worldwide. Our organization has operations in Canada (Quebec) and USA (Alabama), employing approximately 300 people.

If you enjoy working in an industry that makes a difference in community protection and security, then we have the perfect opportunity for you. Our rapidly growing team is currently looking for a **Logistics Manager**. This position is based in Montreal, Quebec.

**Overview:**

As the Logistics Manager, you will be responsible for effectively managing 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. You will be supporting the VP of Operations with the strategy execution for logistics and warehousing.

**What you'll do:**

- Lead and manage the team, including Purchasing, Planning and Logistics (Shipping & Receiving) ensuring that objectives outlined in the Operational Plan and Corporate Dashboard are consistently met.
- Direct and coordinate with purchasing, distribution, forecasting, customer service and planning services.
- Maintain awareness of industry and global logistics trends that will benefit company in the marketplace.
- Manage shipments in a timely and accurate manner.
- Select best transportation providers and manage relationships.
- Prepare and process all customs documents for Canadian, U.S. and international shipments.
- Ensure accuracy and compliance for orders and shipping documents.
- Manage transportation vendor relationships in alignment with business requirements.



- 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 with freight vendors.
- Maintain accurate and consistent records and reporting.
- Identify and resolve shipping errors.

### **What you'll need:**

- 5-7 years of experience in logistics or a related field
- Bachelor's degree (or equivalent) in business administration, with focus on supply-chain management
- Familiarity with best practices in transportation logistics and supply chain management
- Understanding of transportation logistics, supply chain management and warehouse management
- Ability to analyze data to improve logistics efficiency
- Strong customer service skills
- Ability to manage multiple requests and priorities
- Minimum of 5 years of relevant experience in a manufacturing environment
- 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 negotiation skills
- Agility and entrepreneurial mindset
- Solution and process-oriented mindset
- Knowledge of Lean Manufacturing and continuous improvement oriented
- Knowledge of customs specific to U.S.-Canada relations



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

### **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](mailto:RH@innotexprotection.com).