

## OPERATIONS AND LOGISTICS COORDINATOR

Over the past 40 years, Canusa Wood Products Ltd. has grown to become one of North America's largest importers and stocking distributors of quality hardwood plywood, MDF and specialty panels. The company is seeking additional full-time operations, inventory management and logistics support for their growing business.

Located at the corporate office in downtown Vancouver, the Operations and Logistics Coordinator will work well with the sales and operations teams and manage a high volume of transactions. Prior experience with importing of commercial products will be an asset.

- Logistical processing of customer orders including coordination with vendors, customer service representatives, warehouses and shippers
- Data entry of purchase orders; costing of purchases; export documentation; general office support

The successful candidate will have proven experience in an operations and sales support role. The incumbent will thrive in an on-site service-oriented environment while providing competent support to the purchasing and sales staff. Experience with excel, word processing and ERP systems is an asset. Prior wood products experience is not essential.

Competitive remuneration, comprehensive benefits and a comfortable work culture. The office is located in downtown Vancouver close to skytrain and all major bus routes.

Interested persons should forward resumes or for further information, please contact:

**Ron Hogg**

Forest People International Search Ltd.

2703 – 2225 Holdom Avenue

Burnaby, BC V5B 0A1

Telephone: (604) 669-5635

E-mail: [people@forestpeople.com](mailto:people@forestpeople.com)

Website: [www.forestpeople.com](http://www.forestpeople.com)

