



## Freight Coordinator

Concord, ON | Full-time

Aleafia Health is committed to being Canada's leading patient-focused healthcare enterprise offering medical cannabis care. Our mission is to build a global cannabis brand. Through education, research, and development, we will advance the cultivation and science of medically authorized cannabis.

The Freight Coordinator, under the direction of the Logistics Manager, will primarily be responsible for the scheduling and execution of all shipments going in and out of all Southern Ontario locations. The Freight Coordinator will communicate regularly with the logistics team, all Aleafia Campuses and warehouse employees in order to perform all freight related duties.

### ESSENTIAL FUNCTIONS

- Perform shipping activities including imports, exports, distribution and general freight shipping.
- Liaise with vendors & procurement to work on improving shipping lanes and shipping costs.
- Schedule all shipments going in and out of all Aleafia Campuses.
- Receive and process warehouse stock products.
- Report any discrepancies in inventory to management.
- Establish shipping method and arrange for the shipping of materials.
- Prepare and schedule shipments as assigned.
- Prepare appropriate paperwork for shipping, including bills of lading, packing lists, customs forms, and invoices.
- Provide feedback to management regarding customer problems, mechanical problems, or delivery problems.
- Resolve any cases of missing documentation, shipments, or deliveries.
- Track shipments and verify receipts of shipments as required.
- Understand and direct compliant international shipping requirements.
- Book transportation for all shipments and ensure compliance with Best Practice requirements of multiple end users (provincial warehouses, medical customers, international customers etc.), as well as meeting all Health Canada Requirements.
- Audit of all freight invoices.
- Always adhere to established safe working procedures and wear the proper safety equipment.
- Compile, verify, record, and process documentation.
- Complete all necessary paperwork at the end of the shift, including daily logs, inspection logs, delivery receipts, vehicle inspection, and hours of service, following applicable provincial and federal regulations.
- Adhere to all occupational health and safety regulations and Company policies.
- Other duties as assigned.

### ROLE REQUIREMENTS/ABILITIES



## Experience / Education

- GED or equivalent required
- Minimum 2 years experience in a Freight or Logistics Coordinator role
- Cannabis industry experience considered an asset
- Experience using Ample Organics considered an asset
- Experience using ShipTrack considered an asset.

## Skills & Abilities

- Excellent communication skills, both written and verbal.
- Detail oriented.
- Organizational skills.
- Commitment to Health & Safety.
- Superior interpersonal and communication skills within a team environment are essential to this position.
- Knowledge of:
  - Good Production Practices
  - Good Manufacturing Practices
  - Health Canada Regulations
- Ability to pass criminal background check is required.

**Note:** The chosen applicant will be required to successfully complete reference checks and a criminal background check.

*We appreciate the interest by all candidates however we will be contacting those that best fit the requirements. Aleafia Health welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Aleafia Health will work with you in an effort to ensure that you are able to fully participate in the process.*

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