



AIRBUS

We're looking for a Material & Logistics Coordinator

Position Location: Fort Erie, ON

The Material & Logistics Coordinator is accountable for the logistical movement of freight forwarding/monitoring shipment deliveries to ensure on time collection for delivery and managing the Customs Broker contractor import process. In addition to analyzing transportation costs and operations, The Material & Logistics Coordinator will seek freight cost savings through contract negotiation and alternate sources. The Material & Logistics Coordinator is accountable for order placement and shipment through to delivery of AOG orders to ensure customer demands are met. The Materials & Logistics Coordinator is responsible for document preparation of both imported and exported shipments.

MAIN RESPONSIBILITIES

Track AHCA Shipments

- Monitoring deliveries to ensure shipments (air/ground/ocean) are handled expeditiously to meet OTD/OTR/production requirements
- Manage subcontracted Customs Broker for tariff classification for all parts imported by Airbus Helicopters
- Responsible to manage freight imports and source carriers contractually to optimize cost
- Manage the efficient movement of freight, including AOG/perishable raw materials to and from Airbus and to end customer as required, including inbound freight for repair and internal workshops
- Coordinating documents with freight forwarders/carriers and/or agents per required regulations
- Export document preparation to ensure efficient flow of aircraft (by ocean/air/pilot ferry) to meet customer deliveries

Audit Freight Invoices Received from Carriers

- Reviewing the invoices to ensure the negotiated rates and the correct tariffs are applied
- Audit freight invoices to assist in data collection and analysis for bill backs to customers

Review Transportation Operations

- Report delivery performance of carriers and monthly freight expenditures
- Research/negotiate and secure improved rates and services
- Suggest and implement new routings for customer service improvement and cost reduction

Trade Compliance

- Work with the Compliance Office of the AH Group to ensure export compliance of the Airbus Group List of Sanctioned Countries.
- Maintain knowledge of key trade compliance regulations including but not limited to CBSA, Canadian Export & US Re-Export controls.
- Serve as internal resource for information requests in regards to import/export compliance.



- Analyze transactions for which due diligence indicates potential risk.

EDUCATION & JOB REQUIREMENTS

- College Diploma or University Degree in Logistics or a related field
- 1 year Freight forwarding expertise and Canadian customs regulations
- 3 years working in a logistical supply chain role with exposure to freight carriers
- Possess strong and oral written communication skills
- A team player
- Able to multi-task
- Undertake initiative to time sensitive demands
- Comfortable and able to think “outside of the box”
- Work with various internal and external “customers” within the Airbus Group
- Able to work under broad supervision
- Able to make decisions independently in solving both common/unusual problems
- Attention to detail
- Bilingualism (French-English) an asset
- Proficiency in Microsoft Office Suite
- Knowledge of SAP software

POSITION REQUIREMENTS

- The Materials & Logistics coordinator will perform all job responsibilities and tasks indoors—in an office environment. For the majority of the day the incumbent in this position will be sitting with constant use of hands/fingers for job activities requiring typing and data entry.

To apply for this position, please send an up-to-date resume and cover letter to AHCA-HR@airbus.com

We would like to thank all applicants, however, only those selected for an interview will be contacted.