



CHURCH & DWIGHT CANADA

THE COMPANY:

Church & Dwight Canada is a Consumer Packaged Goods company with over 30 leading brands in the Personal Care, Household and OTC categories. Listed on the S&P 500, most of C&D's brands occupy a #1 or #2 share position.

Its signature brand is the Arm & Hammer family of products that include baking soda, laundry detergent, dental care (toothpaste and Spinbrush) and cat litter. Other well-known and successful Church & Dwight brands include Trojan, First Response, OxiClean, Batiste, Nair, Graval, Rub A535, Orajel, Replens, Vitafusion and L'il Critters. The company recently bolstered its brand roster with the acquisitions of the Viviscal Hair Growth System, Toppik Hair Building Fibers, Anusol Hemorrhoid treatments and Waterpik.

THE POSITION:

Distribution Coordinator – Afternoon Shift

The successful candidate will be primarily responsible for overseeing the daily, overall administration of operations for our busy afternoon shift, and provide administrative and leadership support to our shift supervisor, and warehouse team.

Role Accountabilities and Responsibilities

- Meet productivity targets and work to reduce errors
- Identify priorities and react
- Schedules inbound loads and enters them into the system
- Communicate to the proper parties when inbound does not make appointments as scheduled
- Communicate to the proper parties when outbound loads do not pick up as scheduled
- Assists with coordinating outbound shipments
- Compile all shipping and receiving documentation
- Action any orders in a quick and efficient manner to ensure best delivery and receipt of product to the client
- Ensure Customer orders are shipped with accurate and sufficient documentation
- Interface with Transportation and Customer Service in the U.S. when questions/problems arise
- Process all orders to ship, both LTL, Backhaul, and TL
- Assign relevant door to all inbound/outbound arrivals
- Check all seals and documentation on all Inbound loads

- Provide back-up support for the afternoon shift supervisor including support in prioritizing workloads, printing rush last minute new/change orders, and confirming through Customer Service and Transportation
- Assist Supervisor with assigning tasks when workload volume is heavy
- Answer any internal/external distribution queries in a friendly, timely, and obliging manner
- Answer phone and email enquiries as soon as is practical and action any requests promptly
- Ensure all data entry and inventory transactions are 100% accurate and all data is inputted as it is presented
- Process all orders accurately and efficiently and capture all statistical data
- Continuous improvements, regularly review and update administration procedures to maintain best practices
- Maintain administration duties daily so that there is no backlog of work
- Solve or escalate any problems or issues that arise and ensure customer needs are met
- Maintain all shipping and receiving records and documents
- Use and Monitor WMS (Warehouse Management Software) of all inbound and outbound orders and loads
- Immediately alert supervisors of any issues that arise with shipping and receiving
- Other duties as assigned

QUALITIES OF THE IDEAL CANDIDATE

- Relevant post-secondary education and a minimum of 5 years warehouse experience. Consumer packaged goods experience is an asset
- Must have strong Microsoft Office skills (Excel, Word, and Outlook specifically)
- Experienced with Web Based Programs
- Ability to effectively communicate and collaborate with others
- Must be able to multi-task, work under pressure in a fast-paced environment
- Must have strong data entry skills with attention to detail and accuracy of information
- Customer-service oriented