



WHAT WE BELIEVE

We believe in inclusion, we believe in self-expression, we believe in no judgement and we believe in individualism

WHO WE ARE

We are bold, we are tenacious, we are courageous and brave.

We are a cast of characters.

We embrace our differences, and we share our likenesses.

Some of What's in it for You!

- New and freshly renovated offices, designed and built to the LEED Silver environmental standard
- Free Coffee
- Summer Fridays
- Paid Personal Days
- Generous Benefit package
- Employee Assistance Program
- Employee Loyalty Reward Program
- Generous welcome gift
- Company events

As the 3PL Operation Coordinator for North America, you will be responsible for coordinating inbound and outbound freight shipments through various modes of transportation and work with Third-party logistics (3PL) providers to ensure operational efficiency, timely processing of documentation, and tracking of shipment delivery status.

Some of What You'll Do:

- Responsible for overseeing daily North America 3PL transactions & inventory management, ensuring all required processes are completed in a timely manner.
- Review daily reports and maintain inventory accuracy by initiating cycle count, reconciling discrepancies, and updating inventory records/system.
- Communication with 3PL in prioritizing daily outbound orders, according to customer deadlines.
- Manages the reconciliation of the inventory on a weekly basis from all 3PL warehouses and the internal backend system.
- Ensure accuracy and completeness of all inbound and outbound shipments and analyze to understand how problems occurred and how to adjust. (RFID Unallocated, variances etc.)
- Ensure effective communication with cross-functional departments such as Customer Service, Sales, Finance and Logistics.
- Perform periodic on-site assessment audits to ensure 3PL is following compliance standards set by the company. (Canada/USA)



Some of What You'll Need:

- Supply Chain, Warehouse & Inventory Management, and Logistics experience needed. (3 years)
- Tech-savvy, proficient in IT/Systems (ERP, Office software such as Microsoft Word, Excel (intermediate level), email, and others required)
- Strong analytical and problem-solving skills
- Displays attention to detail for both accuracy and content.
- Excellent written, verbal & interpersonal communication skills including phone & email etiquette.
- Ability to travel to the USA if required.
- Bilingual (EN/FR – preferred but not a requirement) Given the international nature of our business and of this position, the candidate will be required to communicate effectively, on a regular basis, with various stakeholders (co-workers, colleagues, customers, suppliers, etc.) located in Canada outside Quebec or throughout the world. Proficiency in languages other than French (notably, English) will be an asset for the successful candidate.

Some of Who You Are:

- Must be able to work well in a self-managed team environment with limited supervision as well as being a team player.
- Ability to multi-task and organize.
- Have a sense of urgency in completing tasks.
- Excellent attention to detail.

Moose Knuckles is a Canadian company headquartered in Montreal and operating in North America, Europe and Asia. Professional French language proficiency is therefore required and essential for all Montreal-based employees. In addition, the professional English proficiency is also important since it allows to collaborate with the employees of the group based internationally.