



Moose Knuckles is looking for an EDI Co-Ordinator, this position is responsible for monitoring incoming and scheduled EDI orders against available inventory & manufacturing. This position is in a fast-paced growing company. If you enjoy being challenged, can prioritize, and manage time effectively this position is for you.

**Some of what you'll do:**

- Process EDI & non-EDI Orders
- Process weekly replenishment orders with Consignment accounts
- Communicate with Credit Dept. to release the orders
- Allocation/ generate pickings for warehouse – communicate of changes with the sales reps
- Communicate with 3rd party Warehouse, regarding outstanding picks, warehouse transfers, routings/bookings, shipping arrangements etc. to ensure goods are shipped per the deadline
- Communicate any issues that will affect customer delivery with Sales and Production and work together to resolve it
- Process EDI transmissions (850, 860, 856, 810, 944, 945, 940, 943, 832)
- Review and dispute major account chargebacks
- Preparing Price Tickets template for EDI customers that requires special ticketing
- Work with all departments to ensure customer compliance regarding order shipping
- Work with various Customer Booking Portals to submit orders for delivery

**Some of what you'll need:**

- Momentis experience an asset
- Excellent understanding of EDI
- Work effectively under time constraints and maintain a high level of accuracy
- Ability to prioritize and take decisions
- Ability to work under pressure in a fast-paced high-volume environment
- Ability to work with little supervision and track multiple processes

**Some of who you are:**

- Outstanding organizational and problem-solving skills
- Attention to detail