



## WAREHOUSE CHAMPION/ Parts & Logistics Coordinator

Get a Career Not a Job. Big foot Crane Company ([www.bigfootcrane.com](http://www.bigfootcrane.com)) is seeking a highly driven and self-motivated person to take the role of Parts & Logistics Coordinator (AKA Warehouse Champion).

### **Who We Are looking For:**

We are seeking a person with a superior attitude, aptitude, the ability to learn and who enjoys and excels at warehouse/parts operations, shipping and receiving.

You will start with learning the existing local warehouse operations, shipping & receiving practices and then advance to take on full warehouse management including managing the logistics related to our international supply lines, factory ordering, and managing warehouse stock in both Canada and the USA.

If you are a team player, strive to live out the same values we have, and are looking for a career path and not just a job then we want to hear from you.

### **JOB SCOPE:**

The Parts & Logistics Coordinator (AKA Warehouse Champion) controls all aspects of parts acquisition and inventory as well as shipping and receiving.

The incumbent must be service focused and driven to meet or exceed expectations of all customers both internally and externally. The candidate must possess excellent verbal, written, and communication skills as well as have an in-depth knowledge and application of parts acquisition and inventory management.

The Parts & Logistics Coordinator must also have an excellent understanding of shipping, receiving and cross border rules and regulations as applicable to both importing and exporting heavy equipment as well as related parts and accessories.

### **DUTIES AND RESPONSIBILITIES:**

Parts and Inventory:

- a. Sourcing and acquiring parts in a timely manner for customers, service department and technicians
- b. Ongoing communication and follow up with customers and staff on ETA of parts requests
- c. Assist customers in parts requests. Prepare accurate quotations and follow up with customers to close the sales
- d. Manage multiple vendors and develop and ongoing understanding of price, quality, delivery time, etc. for all of our parts requirements



- e. Develop ongoing relationships with our suppliers to ensure quality service and timely supply of our parts when they are most needed
- f. Develop processes and procedures to ensure efficiency in all aspects of the job
- g. Ensure inventory system is set up with max(s) & min(s) as well as all seasonal adjustments
- h. Parts - Neat, organized, well labelled as per a master inventory plan
- i. Compliance with, and application of, all Bigfoot Crane policies and procedures which may be implemented or upgraded from time to time
- j. Completion of all paperwork required to ensure accurate parts and inventory management
- k. Factory communication and follow up on parts warranty claims
- l. Perform inventory audits as required

#### Safety

- a. Retain a level 1 first aid certificate and be the First Aid Attendant for the office and yard
- b. Attend monthly safety meetings

#### Shipping / Receiving:

- a. Manage best practices regarding paper work, cost control, and cross border compliance
- b. Operate forklifts and yard crane as required for shipping and receiving duties

#### Building:

- a. Assist with building inspections, maintenance and repair schedules

#### Warehouse and Shop:

- a. Shop organization for professionalism, maximum efficiency and safety (Incl. Tool crib, welding area, Boscaro storage, mezzanines, etc...)
- b. Inspection, repairs, maintenance and security reviews



## **QUALIFICATIONS**

The Incumbent must possess the following Skills and Abilities:

- Understands inventory management and is able to source, acquire, stock and remove parts from an inventory system
- Sales skills with ability to produce parts quotations as well as follow up and close parts sales on an ongoing basis.
- Strong organizational and analytical skills, ability to manage a variety of activities simultaneously, good judgment, flexibility, excellent interpersonal skills, and the ability to foster a team environment.
- A good understanding of the workings of our equipment including their mechanical and electrical functions
- Able to foster a clean, safe and well organized warehouse on an ongoing basis
- Efficient use of computers, Microsoft Office Suite and other associated programs utilized by the company
- Willing to upgrade skills as may be required and or requested by the company
- Understands and complies with efficient shipping / receiving techniques as well as cross border requirements

Strong consideration will be given to applicants who also possess the following qualifications:

- Red Seal Certification in Parts
- Red Seal Certification in Electrical and/or Mechanical trades
- 7+ years experience in industrial warehouse operations, including shipping & receiving

### **Why BIGFOOT:**

You should expect a demanding learning curve, work load, and be prepared to work along side excellent team mates inside a leading-edge company culture.

We offer industry leading compensation, benefits, education (including tuition and paid study time), RRSP's and the possibility of the occasional trip to work with our suppliers.

If you are looking for a career and not just a job, then let's see your application.



All are welcome to apply, but we will only get back to those who write us a cover letter detailing to us how your attitude, aptitude and love of warehouse/parts management/shipping & receiving is a fit with our values:

**BIGFOOT Values:**

**INTEGRITY:** We are open & honest, do what we say and own up to our issues;

**PASSION:** We pursue our goals with strength and perseverance  
We seek to lead the industry with our ideas, products and services;

**INNOVATION:** We focus on detail, safety and customer experience in every aspect of the business;

**PRECISENESS:** We strive for stability and vitality in our personal and professional lives;

**BALANCE:** We care about each other, our customers, our community and the environment in which we all share.

**ABOUT BIGFOOT**

At Bigfoot, we believe our success begins with the team we build. As a small diverse non-union company, we need agile team members keen to grow and work in various aspects of our service business. Continued education and development are a core belief, and we proactively support our crew to reach new heights - literally and figuratively.

Our business includes rentals, sales and service for Self-Erecting Tower Cranes, Traditional Tower Cranes, Construction Hoists, Crane & Rigging Training, Under-hook Attachment Sales & Rental, Anemometer Sales, and Rooftop Derrick Cranes.

We are a "pitch in" and "roll up your sleeves" kind of place, cultivating a strong team environment. We actively promote a culture high in honesty and integrity. Legendary Service: It's what we do.

Please email your Cover Letter and Resume (PDF or Word doc) to:  
[HR@BIGFOOTCRANE.COM](mailto:HR@BIGFOOTCRANE.COM) Please use the email subject line, "Warehouse Champion".

We appreciate your application but only those selected for an interview will be contacted. No Phone Calls Please.

