



Subsidiary of Federal Signal Corporation

WHO WE ARE:

As the leading distributor of public works equipment, Joe Johnson Equipment (JJE) provides mobile infrastructure-maintenance equipment to municipalities and contractors across Canada and the US. Through our branch network, we sell, rent, lease, service and support Vacuum Trucks, Refuse & Recycling Collection Vehicles, Street Sweepers, Snow Removal Equipment, Mowing Equipment, Ice Resurfacing Equipment, Sewer Cleaners and Inspection Cameras.

JJE is a dynamic and growing organization, focused on maintaining an employer of choice culture. We have a stable, team-based and collaborative work environment that drives our organization to be best-in-class within our industry.

We offer opportunities across Canada and the US, and are committed to providing challenging and rewarding career paths for our employees. JJE provides very competitive compensation packages, robust group benefits and an opportunity to grow professionally.

JJE is a proud subsidiary of Federal Signal Corporation.

ORDER FULFILLMENT SPECIALIST - CONTRACT

LOCATION: Barrie, Ontario
POSITION TYPE: Full Time – 18mth Contract

POSITION SUMMARY:

The Order Fulfillment Specialist role will be focused on parts order entry, identifying and resolving order issues, developing and reviewing inventory reports, updating stakeholders on the status of orders, and problem-solving for solutions as required. Additionally, they will be required to analyze data and provide recommendations and summaries to Management.

POSITION REQUIREMENTS:

- 2 years' experience in an Order Fulfillment position or a related role
- Post-secondary education preferred
- Experience with Distribution and Warehouse Management systems
- Experience dealing with US/International Customs considered an asset
- Advanced Microsoft Excel skills
- Tech-savvy
- Strong analytical and problem-solving skills
- Excellent verbal and written communication skills
- Effective time management skills and demonstrated ability to meet required deadlines
- Excellent customer service skills

POSITION RESPONSIBILITIES:

- Collaborate with Inventory Manager and Parts Managers across company network to implement and maintain optimal inventory levels and ensure forecast accuracy
- Review daily inventory reports and identify and report any issues
- Partner with Parts Managers on a quarterly basis to process full inventory counts for all consignment trucks



705.733.7700



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705.733.8800



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- Ensure Month End Reporting is processed in a timely manner each month
- Communicate and facilitate customs queries with Customs Broker and Vendors on an as needed basis
- Assist in developing and monitoring processes to ensure both customer parts orders are met on time and with accurate efficiency
- Arrange parts freight deliveries utilizing optimal routing to ensure required level of customer service is received at the lowest rates possible
- Analyze carrier performance to requirements and exceptions; provide fact based suggestions for cost and service improvements
- Monitor issues outside normal business hours ensuring timely deliveries and mitigate additional costs
- Communicate any potential shipment delays for stock orders to the appropriate Parts Manager and provide revised delivery times
- Assist and provide back-up to the Warehouse Manager to maintain daily control of all operational departments of the warehouse; including inventory control, product returns and operational costs
- Identify, collaborate and implement continuous improvement projects to elevate parts delivery service levels
- Participate in inventory or parts special projects as required
- Complete additional tasks as assigned

WHY WORK AT JJE?

- Competitive compensation package
- Opportunity to grow professionally
- Federally recognized as certified Employment Equity organization

We are an Equal Opportunity Employer and we encourage applications from all qualified persons, however only those who are being considered for the position will be contacted.

If you are contacted for an interview and require any accommodation, please notify HR in advance and we will provide applicable accommodation.

HOW TO APPLY:

**Please send a cover letter and resume to Human Resources
Please use "Order Fulfillment Specialist" as subject line**

Email: careers@jjei.com



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