

Pattison Sign Group is a highly successful, North American company growing organically and through ongoing acquisitions. It is one of the world's largest sign and physical branding element companies, with three manufacturing facilities, six sales offices and over 700 employees across North America.

The company is dedicated to absolute customer satisfaction and ultimate quality in its products and services. It is ISO certified to ensure Total Quality in its products and services. The culture of the company is focused on performance and accountability and supports employee empowerment and development.

The company operates independently within The Jim Pattison Group, headquartered in Vancouver and comprised of over 565 locations worldwide. The Jim Pattison Group is broadly based across the automotive, media, packaging, food sales and distribution, magazine distribution, entertainment, export and financial industries. With sales of over \$12.7 billion in 2020 and more than 51,000 employees, the Jim Pattison Group is the second largest private company in Canada.

We are looking for a qualified person to fill the following position in our administrative offices in Edmundston:

TRANSPORT & PURCHASING COORDINATOR

Summary:

The Transportation and Purchasing Coordinator, under the supervision of the Manager, plans, organizes and evaluates the shipment of signs or other merchandise as needed. He/She also plays a secondary role in purchasing general and specialized equipment and raw material that will be used or transformed to manufacture the company's visual communication products.

General responsibilities :

- Manage transport files using internal computer systems;
- Prepares loading notes, customs documents, invoices and other shipping documents such as identification labels as well as shipping instructions;
- Traces and follows up with designated carriers on shipped merchandise that is late or lost;
- Follow up with project managers on products delivered as needed;
- Prepares the necessary documentation to make claims in the event of breakage or other;
- Dispatch transport and material returns;
- Enter data from transport files into internal computer systems;
- Provide support to the purchasing department when required;
- Performs other tasks requested by the Manager as needed

Requirements :

- Diploma in business technology, transport logistics, accounting and / or relevant experience;
- One (1) year of experience in the field;
- Good knowledge of computer systems, Word, Excel, Outlook;
- Bilingualism : French – English;
- Ability to communicate effectively orally and written;
- Be resourceful, have good judgment and interpersonal skills;
- Sense of organization, initiative, responsibility, autonomy and team player;
- Skills with numbers;
- Skills in negotiation and problem solving;
- Can work outside normal working hours;

- Understanding the plans / specifications and a knowledge of raw materials would be assets for the candidates.

Pattison Sign Group offers benefits, competitive wages and is an Employment Equity Compliant Employer.

Please send your curriculum vitae **before 5:00p.m. Tuesday May 4, 2021:**

Ensignes Pattison Sign Group
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Or Fax: 877.737.1734