

Logistics Coordinator

POSITION SUMMARY	
Title	Logistics Coordinator
Division	Manufacturing Operations
Location	Montreal, Canada
Industry	Electronic Test and Measurement Equipment
Employment Type	Full-Time
Experience	Intermediate Level

COMPANY OVERVIEW

Introspect Technology creates innovative electronic test and measurement equipment. Whether it is the next augmented reality headset or the high-bandwidth memory in a server blade, our award-winning tools are used to develop, test, and manufacture next-generation products. By eliminating traditional testing barriers, we help the leading global technology companies **make tomorrow's technology today's possibility**.

WHY INTROSPECT

DRIVE TOMORROW'S TECHNOLOGY

At Introspect, we're solving the most difficult problems encountered in electrical engineering with a passionate team that is inventing the world's most innovative test instruments. You will have the opportunity to create state-of-the-art test and measurement equipment — tools which will empower engineers to produce their finest work. You'll not only make a meaningful difference in our customers' careers, but you'll also impact the lives of people around the world with work that propels global innovation forward.

COLLABORATE WITH DRIVEN COLLEAGUES

You will work with a team of diverse and intelligent colleagues as well as with customers at the top technology companies in the world. At Introspect, you'll gain a rich, multi-disciplinary experience with colleagues and mentors committed to helping you learn and achieve your career goals.

PURSUE YOUR PASSIONS

We'll provide the support you need to do what you love and help you pursue a career which aligns with your values, passions, and aspirations. We also offer a competitive employee benefits package that includes medical and dental coverage. Join us to achieve your maximum potential, produce the best work of your career, and deliver meaningful value to customers.

JOB DESCRIPTION

As the company is rapidly expanding its portfolio of products, Introspect Technology is seeking an experienced **Logistics Coordinator** to join the production team in Montreal.

The Logistics Coordinator will play a key role in ensuring the highest quality standards for Introspect's logistics operations. He/she will be responsible for proper handling and documentation of all incoming and outgoing shipments, contacting and facilitating operations with suppliers and logistics companies, and participating in inventory management and tracking. This position also entails participating in quality audits as well as tracking all material transfers within the company or external to it.

The ideal candidate is a driven, self-motivated, and highly organized top performer who thrives in a fluid and open development environment. The ideal candidate also possesses characters of good judgment, communication, passion, and eagerness to learn and adapt, and he/she is comfortable integrating into a high-pace and innovative development paradigm.

RESPONSIBILITIES

- Maintain accurate shipping documentation, including packing lists, commercial invoices, certificates of origin, and shipment records, to support traceability and compliance
- Manage compliant shipment preparation, adhering strictly to all export and regulatory standards
- Investigate and resolve shipment discrepancies, damaged goods, missing documentation, delivery delays, and inventory variances in collaboration with internal teams and external partners
- Perform material picks, inventory transactions, part sorting, counting, material deliveries, and put away transactions
- Safely package parts for internal and external delivery including managing inventory through inventory tracking systems
- Own all asset tracking tools, and create inventory reports, asset reports, and material shortage reports
- Coordinate closely with suppliers and logistics companies like FedEx, DHL, UPS
- Ensure proper handling of customs declarations in adherence with international cross-border and trade regulations
- Create detailed workflow and procedure documents

QUALIFICATIONS

- Supply chain management diploma is preferred
- Working knowledge of import/export processes, customs documentation, harmonized tariff codes, and international shipping requirements is preferred

- Minimum of 3 years of experience within a hardware product development environment
- Strong attention to detail and accuracy when handling inventory records, shipping documents, customs information, and quality-related records
- Experience using ERP, MRP, inventory management, or warehouse management systems to track materials, shipments, and stock movements
- Ability to manage multiple priorities in a fast-paced manufacturing environment while responding effectively to urgent shipment, inventory, or production needs
- Excellent communications skills and an excellent handle of PC tools such as Excel or professional asset tracking software systems

APPLICATION PROCESS

Please email your resume to careers@introspect.ca with the subject line "AD-F034E-E-26205 – Logistics Coordinator". **Applications will be considered on a rolling basis.**