



**Internal Posting:** Logistics Planner  
**Location:** Richmond  
**Start Date:** 5/1/2017

The **Logistics Planner** is responsible for managing shipment planning & ongoing scheduling by coordinating finished goods product flow to two export terminals. Ensure the company meets delivery schedules, optimizes vessel-waiting times and minimizes demurrage. Maintains strong customer service with our customers, terminals, plants and internal stakeholders.

#### **Scheduling & Planning – 70%**

- Synchronize annual shipping schedules with each customer, manage customers shipping expectations and coordinate between customers within each shipping schedule.
- Merge the contracted shipping schedules into a master shipping schedule for each port terminal (Westview – Prince Rupert, Fibreco – Vancouver).
- Build and manage a shipping model to schedule deliveries to the ports within the context of shipping requirements and the availability of finished goods.
- Recommend the best plan for our collective customers upon unscheduled changes in production, rail disruption, upset conditions with an industry suppliers or customer requests; all which affect finished goods availability.
- Identify any complex shipping or customer issues and escalate for resolution.
- Minimize demurrage costs through managing to the master shipping schedule and providing analysis and recommendations to streamline the shipping process.
- Support the port scheduling process by assisting with the coordination of third party purchased product.
- Support the cooperation with non-Pinnacle industry plants (which use the same terminals) to optimize co-shipped inventory and minimize demurrage.
- Create weekly liaison opportunities with industry partners and terminals to ensure a fluid execution of shared logistics.
- Coordinate finished goods supply between the rail and the ports to ensure Pinnacle meets our contracted shipping schedules.
- Communicate directly with customer’s internal logistic and shipping teams to coordinate delivery.
- Complete daily updating and management of the master shipping schedules for each terminal.
- Build and maintain strong relationships with key stakeholders; SVP Sales, Directors of Shipping and Rail, Port/Terminal Management (internal and external third party), and customers in diverse locations (Canada, USA, UK, Japan, Europe, etc.).
- Build and maintain relationships with other industry players to grow into becoming the go-to scheduling and planning person for the industry.

#### **Contract Execution - 30%**

- Understand the contractual implications of sales, terminal, 3rd party purchase and vessel agreements.
- Utilize detailed understanding of sales contract language to ensure Pinnacle meets contractual requirements related to shipping and logistics, and delivers within the customer contract parameters.
- Identifies any areas of concern to the team for troubleshooting.
- Calculate and record deliveries against customer contracts.
- Stay up to date on contract amendments, translate the implications on the shipping schedule and logistics and make recommendations for edits where necessary.



- Supervise outgoing sales invoices against the contract requirements for alignment. Flag any outstanding items requiring adjustments.
- Assist with document collection and transmission for invoicing.
- Any other duties and responsibilities as assigned.
- Ensures personal safe work practices are in place and followed at all times.
- Adhere to company and legislative requirements around Pinnacle's Owing Safety Program.

#### **Experience, Education, Qualifications, Skills & Abilities**

- Completed Bachelor's degree in a related field from a recognized university or combination of education and experience.
- 5 years' experience in scheduling/logistics/planning; preferably with Marine/Rail interface.
- Strong technical experience in Excel, proficiency with MS Office and other business applications.
- Experience in reading, understanding and working with contractual language.
- Demonstrated ability to work across functions/geographies; a strong background in a multi-unit organization is beneficial.
- Effective business systems thinker and a good understanding of business process knowledge.
- Demonstrated ability to deal effectively with others in a diverse environment.
- Ability to prioritize and manage multiple projects at one time.
- Excellent oral and written communication skills.

#### **Foundational Characteristics**

- Proven commitment to Owing Safety, both personally and through positive influence on all stakeholders.
- Works with both a hands on attitude and a strong sense of urgency.
- Demonstrates diligence, accuracy and focused attention to detail.
- Demonstrates a willingness to pitch in wherever needed.
- Authentic, respectful-diplomatic-thoughtful.
- Does not need all information to navigate effectively.
- Able to succeed in a changing environment.
- Listens and is open to feedback.
- Ability to work through change and thrives in a changing environment.

#### **How to Apply:**

Please submit your expression of interest by emailing your cover letter and resume to Erin Strong, Director of HR at [erin.strong@pinnaclepellet.com](mailto:erin.strong@pinnaclepellet.com)

### **GOOD FIND PROGRAM**

#### **Do you know someone who could be a fit for this role?**

At Pinnacle, we know we recruit our best people from our best employees. We encourage you to look within your networks, identify potential candidates and **SHARE** this opportunity. You can either share with the candidate personally through Linked in, email, Facebook etc., or provide the name directly to HR and we will reach out. Be sure to take credit if you do refer a candidate, just send a note to Kate or Erin with the name and contact details.

If you refer someone who we eventually hire, we will reward you with a \$500 bonus (after they complete their probationary period). Please get in touch with Kate Iverson, HR Manager for program details at [kate.iverson@pinnaclepellet.com](mailto:kate.iverson@pinnaclepellet.com).