

## Purchasing & Logistics Coordinator

**Organization:** Rockland Scientific International Inc.                      **Sector:** Ocean Science & Technology  
**Address:** 520 Dupplin Road, Victoria, B.C.,  
Canada, V8Z 1C1

**Position Title:** Purchasing & Logistics Coordinator                      **Department:** Production/ Operations  
**Reports To:** Director of Manufacturing & Supply Chain                      **Location:** Victoria, BC

**Position Type:** Full-time Permanent

### Company Overview

Rockland Scientific Inc. is a growing, privately held company, with headquarters in Victoria, British Columbia, Canada. Our core purpose is to enable scientific progress by creating novel & technologically superior oceanographic measurement solutions that help scientists understand mixing & climate change. Our customers are researchers within the fields of oceanography and limnology, focusing on climate research, deep-sea research, and coastal zone dynamics.

Rockland is the foremost manufacturer of turbulence measurement systems for oceans, rivers, lakes, and laboratories and we pride ourselves in being the experts in our field. Rockland solutions enable our customers to be successful in their data collection goals.

At Rockland Scientific, we welcome all ages, races, gender identities, sexual orientations, cultures, religions, and beliefs. Our commitment lies in appreciating the unique skills and perspectives that each person brings to our team. We are dedicated to fostering a secure, supportive, and inclusive environment where every employee can thrive.

### Job Summary

Rockland Scientific is seeking a new member to join our team. The Purchasing and Logistics Coordinator is responsible for the procurement and logistics of various products required to fulfill sales and project requirements across multiple locations for Rockland Scientific. The position will work closely with Production, Engineering, Sales, Support, and Finance to ensure purchased, manufactured and service items are completed on time and within budget.

### Position Qualifications & Requirements

- Post-secondary diploma or degree with a concentration in a supply chain-related field
- Minimum 1 year of experience working with and/or implementing an ERP system.
- Previous experience in a high-tech manufacturing industry is an asset.
- Experience with transportation of dangerous goods regulations.
- Strong skills in:
  1. Attention to detail - Production of precise, consistent, and high-quality work
  2. Customer Oriented - Ability to identify and consider our customer needs.

3. Critical thinking - Ability to analyze and reason to solve a problem.
4. Relationship Building - Ability to effectively build relationships with customers and co-workers.
5. Negotiation - Ability to reach outcomes that gain the support and acceptance of all parties.
6. Motivation - Ability to be internally inspired to perform a task to the best of one's ability using their own drive or initiative.
7. Communication - Ability to effectively communicate verbally and in writing clearly and concisely
8. Innovation - Ability to look beyond the standard solutions.
9. Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
10. Understand and execute details of complex projects, meet deadlines and overcome obstacles

### **Duties and Responsibilities**

#### ***Purchasing:***

- Drive contract negotiation activities with suppliers for optimal delivery, cost and quality terms
- Maintain required inventory of raw materials and parts for the production schedule
- Process requisitions for Production and Engineering projects.
- Create and place purchase orders
- Monitor purchases through the delivery process and expedite orders
- Support continuous improvement initiatives for Purchasing policies and procedures.
- Work with suppliers and the Production team to resolve supply and non-conformance issues
- Evaluate and document supplier's performance
- Constantly look for ways to reduce costs and increase quality
- Participate in other projects and duties as required

#### ***Logistics:***

- Manage and maintain freight vendor relationships.
- Negotiate rates, obtain quotes and arrange shipments with freight forwarders
- Create shipment paperwork for international shipments
- Communicate with customs brokers to ensure shipments are clear in a timely manner.
- Monitor shipments until delivery
- Review freight invoices
- Resolve claims for damaged shipments
- Create Logistics specifications for suppliers
- Maintain records and generate reports of shipments.

### **Working conditions**

- Ability to lift and move boxes and crates that weigh up to 50lbs/22kgs
- Ability to work independently and as a team.

### What we offer

- Full-time employment
- Salary ranges from \$50,000 - \$60,000 annually, based on experience and skill level.
- Additional employment benefits
- Opportunities to take part in job-related training and development
- Join a diverse team making a difference in the scientific field to understand climate change.

### Apply

If you are interested in applying, please send your resume and cover letter to the email: [hr@rocklandscientific.com](mailto:hr@rocklandscientific.com) with the subject line: Purchasing & Logistics Coordinator.