



Order Fulfillment Coordinator

Montreal, QC

WE ARE TEMPLE LIFESTYLE

We develop, market and sell leading products in the All-Natural and Organic CPG Industry. We're lifestyle leaders with a simple mission: to bring healthy products to health-conscious people, all while preserving the health of our planet. At Temple, the words "healthy" and "delicious" exist in harmony—our young team of innovators and hustlers take pride in bringing only the best "better-for-you" snacks and beverages to the marketplace.

Our Purpose Inspiring a healthy lifestyle.

Our 3P Promise A commitment to healthy products, people, and the planet

DO YOU SHARE OUR COMPANY VALUES?

- Life Enthusiast – Dedicate time to better yourself personally and professionally
- Get Shit Done – Bring your "A" game
- Hungry For Success – Strong determination to succeed
- All Hands On Deck – provide and seek support from your team members
- The Golden Rule – Treat everyone with respect and contribute positive energy to the workspace

WE WANT YOU IF...

Organized? Check. Detail-oriented? Double check. You are able to work under pressure and maintain a strong focus. You naturally prioritize tasks according to their level of importance. You are a self-starter and require minimal supervision. Others describe you as loyal and trustworthy. You are an analytical thinker, proficient problem solver, and effective communicator.

WHAT WILL YOU DO?

You'll have an essential role in the life-cycle of our products. Without you, we would have warehouses full of coconut-y snacks and beverages, with no way of them reaching our customers! You'll provide top level service to all our customers. You will be responsible for organizing, processing, and monitoring the shipment of goods and inventory. Basically, you'll be responsible for all the fun that happens between production and when our products arrive on shelves.

You'll work with a team of people who are encouraging, persevering, and always making time to laugh! You will join a company who is growing rapidly and play an important role in pulling the company forward. The CPG industry is changing and evolving everyday and it is important we as a company continue to do so ourselves. You will report directly to the Operations Manager and you will be accountable for:

ACCOUNTABILITIES

- Customer service
- Receive and process all internal and customer orders
- Coordinate shipments and ensure all guidelines are followed
- Incoming shipment verification
- Negotiate with carriers or suppliers for services and preferential rates
- Manage 3rd party warehouses and inventory of goods
- Invoicing
- Other duties as assigned

QUALIFICATIONS

- 1+ years of logistics experience
- Thorough knowledge of MS office; Outlook, Word, Excel, PowerPoint

If you are #HungryForAdventure and would choose coconut water over soda without hesitation, send your resumé to talent@templelifestyle.com