

TITLE: LOGISTICS COORDINATOR**CLASSIFICATION: ADMINISTRATIVE OFFICER 14****JOB OVERVIEW**

Reporting to the Logistics Specialist, the Logistics Coordinator is relied upon to implement the timely, effective and efficient storage, selection, packaging, distribution and return of materials to support mission-critical provincial elections and related events (e.g. referenda, recalls, by-elections) throughout the province. The Logistics Coordinator also provides advice, options and recommendations to ensure that logistics services continue to meet Elections BC performance standards.

ACCOUNTABILITIES

Advice

1. Provides advice, recommendations and status reports to supervisor and management regarding all aspects of the storage, selection, packaging, distribution and return of materials for provincial elections and related events.
2. Conducts logistics-related planning and research/analytical projects to anticipate and quantify potential risks; evaluates options; (e.g. including cost/benefit analysis); and recommends risk mitigation strategies and/or new methods to ensure logistics services continue to achieve Elections BC performance standards.
3. Proposes and implements approved logistics-related pilot projects; evaluates outcomes; and prepares reports.

Corporate Operations

4. Collaborates with Elections BC colleagues and participates as a member of multidisciplinary project teams:
 - a. Contributes to interpretation of Elections BC operational objectives and provides assistance regarding the development, implementation and monitoring of logistics-related performance standards.
 - b. Contributes logistics expertise to the continuous improvement of provincial election-related events logistics.
 - c. Contributes, as a subject matter expert, to projects throughout the initiation, planning, execution, control, close-out and post-implementation review phases of the project management life-cycle.
 - d. Conducts assigned tasks as a member of a project team.
5. Contributes to business continuity planning as it relates to logistics (e.g. including the storage and distribution of materials) for time-sensitive, mission-critical election-related events.
6. Represents Elections BC in meetings and consultations with a variety of agencies (e.g. transportation providers); and electoral agencies in other jurisdictions (e.g. provides expertise in best practices related to election logistics).

Logistics Operations

7. Conducts logistics services (e.g. including the storage, selection, packaging, distribution and return of materials to support provincial elections and related events [e.g. referenda, recalls, by-elections, initiative petitions, etc.]) in locations throughout the province, consistent with Elections BC's standards of timeliness, effectiveness and efficiency:
 - a. Conducts and/or oversees order picking to fulfill field office requirements.
 - b. Assembles and/or oversees the assembly of items into shipping units (e.g. containers).
 - c. Verifies that orders are correct and complete prior to shipping.
 - d. Loads pallets or directs the loading of pallets on to trucks.
 - e. Coordinates shipping with transportation providers (e.g. Canada Post, BC Mail Plus or other agency) and stipulates timeline requirements.
 - f. Follows-up with field offices to ensure timely, accurate, and complete delivery.

8. Develops and maintains effective working relationships with a wide network of internal contacts (e.g. Elections BC program area representatives in headquarters (HQ) and in field offices), external stakeholders (e.g. transportation providers [BC Mail Plus; Canada Post; couriers; private carriers; etc.]), contractors and other service providers).
9. Maintains inventory, distribution and related information systems, databases, spreadsheets, paper records and archiving consistent with operational requirements and organizational policies, procedures and standards.
10. Monitors warehouse facility infrastructure; alerts appropriate contacts to issues requiring their attention; and follows-up to verify issues resolution.
11. Prepares a variety of documents and electronic media including: recommendations, correspondence, statistics, etc.

Supervision

12. Participates in and/or supports the recruitment of temporary employees.
13. Assists with training, supervision, coaching, mentoring and the performance oversight of temporary employees.

Other related duties

14. Contributes to the enhancement of Elections BC's corporate culture and reputation of the organization with clients and members of the public.
15. Participates in continuing education to maintain knowledge of logistics-related best practices, trends, techniques and advancements.
16. Maintains knowledge of Elections BC's program, priorities and objectives.
17. Provides assistance to other Elections BC program areas, as requested.
18. Acts as the Logistics Specialist, as required.

JOB REQUIREMENTS

Education and experience:

- Diploma in business administration, operations management, supply chain management, logistics or other relevant discipline and 2 years of recent, related experience*; OR
- Certificate in a relevant discipline (e.g. logistics, transportation and distribution, etc.) and minimum of 3 years of recent, related experience,* OR
- A minimum of 4 years of recent, related experience.*

*Recent, related experience must include:

- Conducting warehouse operations including inventory management, order picking, packing, loading trucks and coordinating transportation services.
- Operating a lift truck.
- Using office software including: inventory management information systems, databases, spreadsheets, and electronic mail and word processing applications (at an intermediate level of proficiency).

Preference may be given to applicants with:

- Experience successfully providing logistics services for a mission-critical operation.
- Experience providing logistics services in a public sector environment.

Applicants must be willing and able to:

- Fulfill the requirement to act as a non-partisan representative of Elections BC.
- Wear appropriate safety attire, consistent with the requirements of a warehouse environment (e.g. steel toed boots).
- Fulfill the physical requirements of the position (e.g. lift 50 pound boxes using ergonomically correct lifting techniques).
- Travel, occasionally, to locations throughout the province.
- Work outside normal business hours, occasionally, to meet deadlines.

Knowledge of:

- The discipline of logistics, including best practices.
- Election BC's mandate and priorities.

Skills and Abilities:

- Written and oral communication in English, interpersonal skills, and attention to detail when communicating.
- Analytical, problem solving and judgement skills.
- Ability to provide logistic-related expertise to the efficient and effective operation of a mission-critical program.
- Ability to manage multiple priorities and produce results within deadlines.
- Ability to use computer information systems (e.g. warehouse inventory) and standard Office software.
- Ability to maintain confidentiality.

Behavioural Competencies:

- Organizational Awareness
- Expertise
- Information Seeking
- Planning, Organizing and Coordinating
- Analytical Thinking
- Results Orientation
- Service Orientation
- Teamwork and Co-operation

Link to competency definitions:

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies>