

HEATH & SHERWOOD (1964) LIMITED

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www.heathandsherwood.com



Order Coordinator Job Description

Rev. Jan 2018

Duties and Responsibilities

Projects

1. Receives order from Export Coordinator, after the order has been opened into Accpac.
 - Distributes copy to Sales and Engineering
 - Reviews order, and compares to quotation; highlights any discrepancy and advises Sales/ Exporting
 - Confirms the assigned Project Supervisor through the Engineering Manager
 - Coordinates meeting between Sales and Project Supervisor to discuss any discrepancies, exceptions, and general concerns pertinent to the order
 - Verifies shipping and billing details and notifies exporting department
 - Updates ORD in Order Entry (in Accpac) to reflect customer PO/Project Details
2. Sends out order acknowledgement to customer along with any conflicting exceptions, discrepancies, signed order requirements, etc. (copies sales / project file and order file)
3. Coordinates meeting with Project Supervisor to establish milestone dates, required shop orders, and review spare parts
4. Open shop orders, complete project details, complete payment term details, advises Inventory and Export Coordinator of spare requirements, and required delivery.
5. Distribute order details to Project Supervisor, Inventory, Export Coordinator, and Shop
6. Update project status report
7. Through Engineering, ensures Material Issues are given to Inventory, correctly and punctually; Once reviewed by inventory to confirm stock, Order Coordinator is advised from Inventory that all parts are accounted for. Assign any direct charge vendor purchase orders.
8. Updates and keeps track of all schedule mile stones for drawing approvals / certified drawings / progress payments and delivery. Updates time loading.

9. Ensures all inspection data forms/report forms are sent to relevant Shop Supervisor, and received complete prior to shipping and signs off to Project Supervisor. Ensure any vendor data inspection forms are received.
10. Confirm with the Project Supervisor that any as built details are noted, and arrangements have been made to update, immediately prior to shipping.
11. Reviews, with Shop/Engineering, all crate or pallet sizing requirements and directs data to the Shop. Receives a crate raw material requirement, and establish construction material cost. Directs this cost to the appropriate shipping and packaging shop order.
12. Using Accpac, creates Packing List(s), gives to Exporting/Shop
13. Ensures Project Shop Orders/green slips are prepared for closure as soon as possible; Order Coordinator holds a Project Closure Meeting to review and make sure all charges have been accounted for, all open INV SOs, and/or POs have been completed and received in Accpac prior to ENG SO closure. Work with GM/Administration personnel to ensure closure dates will correctly capture costs.
14. Ensures project file has been closed, logged completely, and filed
15. Liaisons with all departments

Spare Parts / Custom

1. Order received with estimated delivery date
2. Schedule by coordinating and interact with departments to ensure that delivery will be met
3. Any non-compliance is directed to management for action
4. Any delays are advised to the client through the Export Coordinator.

Additional Duties

1. Spare part quoting
2. Other duties, or assistance, in general, as required

The ideal candidate will have excellent organizational skills, verbal and written communication skills, and strong computer skills (focusing in Microsoft Office suite programs).

Resumes can be emailed, before 4:30pm February 2, 2018, to:
Kim DeLenardo-Comish
Manager of Corporate Services
kim@heathandsherwood.com