



Position Title: Project Logistics Specialist
Location: Burnaby, BC
Reports To: Purchasing Project Lead

Summary

Greenlane Renewables Inc., headquartered in metro Vancouver, Canada, is a leading global provider of biogas upgrading systems that are helping decarbonize natural gas. Our systems produce clean, low-carbon and carbon-negative renewable natural gas (RNG) from organic waste sources including landfills, wastewater treatment plants, dairy farms, and food waste, suitable for either injection into the natural gas grid or for direct use as vehicle fuel. With multiple core technologies, more than 125 biogas upgrading systems sold into 19 countries and counting, and over 30 years industry experience and patented proprietary technology, Greenlane is inspired by a commitment to helping waste producers, gas utilities or project developers turn a low-value product into a high-value renewable resource. Greenlane is a publicly-traded company on the Toronto Stock Exchange (TSX: GRN).

As a member of a global procurement team, Project Logistics Specialist will support the team to source, negotiate and secure carriers to move available freight in a timely and cost-effective manner. The incumbent interacts with suppliers, freight forwarders, carriers and customs brokers to coordinate the movement of products both domestically and internationally.

Duties & Responsibilities:

- Build strong relationships with shipping companies and freight forwarders to transport our products while negotiating favorable transportation rates and fees.
- Coordinate internally with the procurement team to determine when goods are ready for release by our suppliers for transport to the delivery points.
- Maintain continuous communication with carriers to ensure on time delivery of goods.
- Ensure that all interested parties are informed of route changes, delays, freight concerns or other issues as necessary.
- Schedule pickup and delivery appointment times; use discretion and insight when considering all factors affecting timeframe, including weather, traffic, miles, service rules, etc.
- Prepare and issue shipping documents such as commercial invoices, packing lists and customs forms.
- Ensure the documents are accurate and meet necessary specifications.
- Work with custom brokers to resolve documentation issues and make sure smooth custom clearance.
- Ensure accurate tariff classifications and proper duty relief programs are used for all international shipments.
- Undertake claims with carriers in situations where goods have been damaged or lost in transit.
- Assist in developing the logistics plan for each customer project.
- Provide internal reports as required for the business.
- Track back-end billing and invoicing to ensure that carrier charges are accurate.

Education & Experience:

- Professional certification or designation through an accredited procurement society such as the SCMP through the Supply Chain Management Association of Canada (SCMA) or P.LOG through the Canadian Professional Logistics Institute (CPLI) is required for this role.
- 7+ years of global logistics experience in a related industry or the construction industry is required.
- Experience with Microsoft Office is required, and Google Suite experience is an asset.
- Ability to work with a calm approach and demeanour under pressure.

- Ability to be resourceful and proactive when issues arise.
- Strong background in logistics, experience with various transportation modes (ocean, ground, air).
- Knowledge of global trade regulations and customs compliance.
- Experience with project freight and an in depth understanding of Incoterms rules.
- Knowledge of Transportation of Dangerous Goods, IATA & IMDG regulations are an asset.
- Excellent communication skills, both written and oral with the ability to work with international colleagues.
- Superior organizational skills with a strong attention to detail.
- Can-do attitude, and an ability to foster teamwork and work effectively with cross functional teams.
- Self-starter, highly motivated with a keen desire to get things done.
- Decision making ability, with excellent planning and problem solving skills.
- Must be able to manage and prioritize various activities from multiple projects simultaneously.
- Previous experience within the construction industry would be an asset.

How to Apply:

We are an equal opportunity employer and invite applications from all qualified individuals. To apply for this opportunity please send your resume and cover letter via LinkedIn Recruiter or hr@greenlanebiogas.com with Project Logistics Specialist in the subject line. While we thank all interested candidates only those who are short-listed will be contacted.