

Job Title: Operations Administrator

Company Overview:

KWESST develops and delivers next-generation military and public safety technology for military and first responder customers. The company is proudly Canadian and provides Dismounted/Mounted Domain Expertise in Command-and-Control software development, integration, and support services.

Job Description:

KWESST is seeking a skilled and experienced Operations Administrator for our Kanata facility. This role focuses on managing the daily logistics operations, including shipping and receiving, import and export documentation, inventory control, and purchase order management.

Responsibilities:

General:

- Greet and direct visitors and couriers to the facility,
- Receive and direct inbound phone calls.

Shipping and Receiving:

- Coordinate the daily shipping and receiving activities, ensuring all products are dispatched or delivered on time.
- Verify and process inbound and outbound shipments, including packaging, labeling, and handling discrepancies.
- Collaborate with freight forwarders and couriers to track shipments and manage any shipping delays or issues.

Import and Export:

- Manage import/export documentation, ensuring compliance with international trade regulations and customs requirements.
- Ensure that shipments meet all regulatory requirements, including tariffs, duties, and certifications.

- Coordinate with customs brokers to facilitate smooth clearance of goods at international borders.
- Maintain records of import and export transactions for audit purposes.

Inventory Control:

- Oversee inventory management processes, ensuring accurate tracking of stock levels.
- Conduct regular inventory counts, investigate discrepancies, and maintain inventory accuracy.
- Implement inventory control procedures to minimize stock losses and optimize storage space.

Purchase Orders:

- Create, track, and manage purchase orders for materials and services.
- Work closely with the finance team to ensure timely and cost-effective purchasing.
- Verify accuracy of supplier invoices against purchase orders and resolve discrepancies.
- Maintain an updated database of suppliers and ensure timely communication regarding order statuses.

Data Entry and Reporting:

- Maintain accurate and up-to-date records in inventory management and ERP systems.
- Generate reports on inventory levels, shipment statuses, and purchase orders as required by management.
- Analyze and report on key performance indicators (KPIs) for shipping, inventory, and procurement processes.

Communication & Collaboration:

- Liaise with internal departments (such as finance and engineering) to ensure smooth workflow and process optimization.

- Act as the main point of contact for shipping companies, customs brokers, and suppliers.

Required Qualifications:

- 2-4 years of experience in operations, logistics, shipping and receiving, or a related role
- Experience with import/export compliance and documentation
- Proficient in Microsoft Office Suite, particularly Excel
- Experience with ERP or logistics management software
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize in a fast-paced environment.
- Excellent verbal and written communication skills.

How to Apply:

If you have a strong passion for product quality and are eager to join the dynamic team at KWESST, we invite you to submit your resume. Please make sure to emphasize your pertinent experience and any certifications you hold.

KWESST is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, gender identity, sexual orientation, marital status, national origin, age, disability, or any other protected status under applicable law. Our hiring decisions are based on qualifications, merit, and business needs. In every step of the interview procedure, KWESST is committed to providing accommodations.