

Logistics Operations Specialist

Our Company

Nuvvyo is a successful technology company that is disrupting the TV industry. Launched in 2014, Tablo is a DVR for TV antennas that targets the growing trend of cord-cutting and enables consumers to save thousands of dollars by cancelling expensive cable and satellite TV contracts and replacing them with free Over-The-Air (OTA) HDTV alongside internet video from companies like Netflix and Hulu.

Opportunity

Reporting to the VP of Operations and Finance, the **Logistics Operations Specialist** applies their extensive hands-on knowledge, skills and experience to streamline the company's supply chain process and maintain effective relationships with key stakeholders.

Roles and Responsibilities:

- Plan production schedules, ensuring a continuous availability of products
- Manage delivery schedules with suppliers
- Manage vendor relationships (expedites, quality issues, delivery schedule)
- Assess and manage inventory levels in the different warehouses to ensure continuity of supply
- Liaise with sales, customer service and suppliers to provide delivery dates and shipping information
- Assist the team in mapping and improving the processes in the supply chain group, including procurement and logistics
- Own the product return logistics
- Coordinate and handle administrative tasks as they relate to the above responsibilities (accounts payable, transaction corrections, etc.)
- Assist in general accounting tasks including the reconciliation of bank accounts, credit cards

Requirements:

- 5 to 7 years of relevant experience;
- College or university certification in operations management, logistics, business, information systems or a related discipline
- Experience in a Startup ecosystem is desired
- Driven personality
- Strong interpersonal skills and ability to collaborate with cross-functional teams
- Strong analytical skills and ability to synthesize information
- Ability in mapping processes
- Proficient with the Microsoft Office Suite
- Microsoft Excel intermediate to advanced

Technical Requirements:

- Strong computer skills, the ability to learn and use multiple and diverse information technology tools in different environments
- Previous experience as a logistics expert/buyer/planner, an asset

To apply, please send your resume in PDF format to careers@nuvvyo.com. We thank all applicants for their interest in working for our innovative start-up company, but we will only acknowledge those applicants to whom we will offer an interview.

Nuvyyo respects the dignity and independence of people with disabilities, and provides accommodation and support to persons with disabilities throughout any recruitment process, once made aware of a need for accommodation.