



## JOB POSTING

**POSITION:** Transportation Analyst  
**STATUS:** Full-Time  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Supervisor, Transportation Systems & Analytics  
**DEPARTMENT:** Transportation

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Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

### **Primary Role of This Position**

In this role, the Transportation Analyst provides ongoing support to the Transportation Department.

The Transportation Analyst shall ensure operations are in compliance with applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for environmental control of drugs during storage and transportation".

### **Major Responsibilities**

- + Generate various reports for use by the Transportation Department to be reviewed and utilized by management
- + Update and maintain production plans for all Distribution Centres, and specific production plans by Distribution Centre to account for changes in delivery schedule due to Statutory holidays and for special events
- + Update Log Pro, JBA, carrier changes, and production plans for new account setups
- + Prepare freight analysis reports by carrier
- + Prepare monthly freight cost allocation summary report
- + Provide support on customer setup inquiries to internal clients
- + Respond to inquiries by other departments regarding scheduling, store inquiries, etc.
- + Provide support on departmental projects and initiatives including Log Pro testing for system modifications
- + Perform ongoing carrier rate cost analysis
- + Audit transportation freight invoices and prepare for payment
- + Prepare claims for damaged and lost product
- + Update and maintain financial reporting by recording all carriers' actual and accrued expenses for month-end reconciliation
- + Update Transportation KPI analytic reports relating to Distribution Centre On-Time Performance and Customer Delivery Service Analyses

- + Ensuring the guidelines and procedures are in place and implemented for Transportation conditions such as temperature, humidity, lighting controls, sanitation, and any other precautions necessary to maintain the quality and safe distribution of our product as per GUI-0069 Guidelines for environmental control of drugs during storage and transportation

### **Education and Experience**

- + College diploma or CITT designation
- + 3 to 5 years of experience in Transportation
- + Excellent knowledge of MS Excel and MS Access; AS400 and Log Pro TMS an asset

### **Qualifications**

- + Exceptional analytical skills, time management skills, and high attention to detail
- + Critical thinking
- + Effective communication and interpersonal skills
- + Strong organizational skills
- + Ability to solve semi-complex problems on a daily basis
- + Ability to communicate effectively (verbally and written) with the carrier partners and K&F internal clients

### **How to Apply**

If you are interested in applying, please submit a cover letter and a résumé by March 31, 2023, to: [hr@kohlandfrisch.com](mailto:hr@kohlandfrisch.com).

Please ensure you specify the job title, **Transportation Analyst**, in the subject line of your email.

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.*