



Scotia
INVESTMENTS

A Member of the Scotia Investments Family of Companies

Supply Chain Coordinator

CKF Inc., a leader in Canada's pulp molding industry is a progressive company with a strong commitment to safety and Continuous Improvement. CKF Inc. is a National Company with plants located in British Columbia, Ontario, Nova Scotia and the states of Iowa and Texas, manufacturing numerous types of food packaging.

We have an opportunity available at our Hantsport, NS location for a Supply Chain Coordinator, reporting to the Corporate Manager of Logistics & Customer Care. This is a full-time position working with a dynamic team which provides logistics services for the Hantsport, Nova Scotia manufacturing plant.

RESPONSIBILITIES INCLUDE (But are not Limited to):

- Maintaining system freight rates & charges.
- Logistics Payables processing.
- Communicating with carriers regarding invoices or accounts.
- Track and Trace International and Domestic shipments.
- Assisting with Annual Freight Budget.
- Assisting with Freight Variance Analysis.
- Assisting with Logistics Savings tally.
- Assisting with Freight deductions and recuperating claims.
- Assisting with Road, Air, & Courier Shipments
- Assisting with Rate Reviews.
- Assisting with Customs Documentation.
- Inbound Customs Auditing.
- Administers the Purchasing Card Program.

QUALIFICATIONS:

- Must possess post-secondary education in Logistics, Finance, or equivalent education and experience.
- Must be willing to continue education and enhance skills by taking training and related courses.
- Ability to interact with both internal and external stakeholders/partners for cross-functional initiatives and support.
- Advanced skills in Excel and other Microsoft applications.
- Ability to take initial direction and work independently to produce results (be proactive).
- Must be highly organized and have good time management skills, with the ability to handle multiple tasks/projects simultaneously.
- Must have ability to meet deadlines under pressure.
- Must have good oral and written communication skills.

CRITICAL COMPETENCIES:

- Analytical & Problem-Solving skills
- Pro-activity
- Efficiency
- Organization and Planning
- Communication skills
- Honesty/integrity
- People Skills
- Attention to details

WORKING ENVIRONMENT:

- Located in the beautiful Annapolis Valley, only 45 minutes from Halifax
- Reporting directly to the Corporate Manager of Logistics & Customer Care
- This is an on-site position

CKF offers a competitive wage and benefit package (including a pension plan). If you want to work for a dynamic and exciting company and enjoy the challenges of working on a variety of duties in a fast-paced environment, then come be a part of our team.

The successful candidate will be required to provide a clear criminal background check.

Qualified candidates can apply with cover letter and full resume at the following link:

<https://jbtmz.me/s/?e=c7CoNJj6>

Deadline for applications is March 9, 2026.

CKF Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer.

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise Human Resources of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

An Equal Opportunity Employer