



<https://intscanada.com/job/import-operations-coordinator/>

Import Operations Coordinator

Hiring organization

INTS Consulting

Date posted

2023-06-19

Description

Trankslink shipping is a leading NVOCC /Freight Logistics and has a position open in import operations at its Markham, ON branch location.

Scope of Position: Working with well established team facilitating the importation of cargo in a timely accurate manner. Coordinating the smooth cargo release based on established criteria and system.

Job Requirements:

Major duties and responsibilities:

Communicate between client and overseas for booking reports.

Facilitate all aspects of importation of cargo as necessary - i.e. arrange door delivery, arrange customs clearance through our network of services.

Update and complete arrival notices as they are downloaded from our overseas offices.

Track and trace shipments - keeping customers well informed of any / all changes.

Maintain documentation and records according to established company paperless protocol.

Soft Skill set: Must have good communication skills, both written and verbal. Must be able to work under pressure/

Take direction from supervisor and superiors.

Hard Skill Set: Computer knowledge at user level -Use and familiarity of Microsoft Office suite products (i.e. Outlook, Word, Excel)Learn and navigate our proprietary software.

Salary: DOE

Job Types: Full-time, Permanent

Benefits:

- Dental care
- Extended health care

Schedule:

- 8 hour shift
- Monday to Friday

