



<https://intscanada.com/job/operations-associate/>

## Operations Associate

### Description

#### Job Title: Operations Associate

#### Job Description:

Edmundson Transportation Services is seeking a detail-oriented and highly organized Operations Associate to join our team. As an Operations Associate, you will play a critical role in coordinating and managing various logistical tasks to ensure smooth operations within our transportation company. Your responsibilities will include maintaining communication with deployed drivers, updating maintenance records and trailer locations, coordinating with customers and third-party logistics companies, running errands, and performing clerical tasks related to billings and payables. This role requires strong administrative skills, excellent communication abilities, and a keen eye for accuracy and efficiency.

#### Key Responsibilities:

- Maintain continual correspondence with deployed drivers to ensure timely updates and resolve any issues that may arise.
- Update maintenance records, trailer locations, site times, and other relevant information in our system accurately and in a timely manner.
- Keep customers apprised of pickup times, delivery times, and on-site waiting time, ensuring excellent customer service and satisfaction.
- Utilize web-based load boards and coordinate with third-party logistics companies to find and secure work opportunities.
- Run errands outside the office to suppliers, mechanics, and customers as needed to support operations.
- Perform various clerical tasks related to billings and payables, such as data entry, invoice processing, and document management.
- Assist in other logistics-related administrative tasks as assigned.

#### Qualifications and Skills:

- High school diploma or equivalent (Bachelor's degree in a related field is a plus).
- Previous experience in logistics, transportation, or a related industry is preferred.
- Strong organizational and multitasking skills with the ability to prioritize and meet deadlines.
- Excellent communication skills, both verbal and written.
- Proficiency in using computer systems, including Google Products and logistics software.
- Detail-oriented with a focus on accuracy and problem-solving abilities.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Valid driver's license and clean driving record.

Contact Information: For any inquiries regarding the position or the application

### Hiring organization

INTS Consulting

### Date posted

2023-06-19

process, please contact Sarah at sarah@edmundsontransport.com

Note: Only shortlisted candidates will be contacted for further steps in the selection process.

Job Types: Full-time, Fixed term contract  
Contract length: 12 months

Salary: Up to \$45,000.00 per year

Benefits:

- Dental care
- Extended health care
- Life insurance
- Vision care

Flexible Language Requirement:

- French not required

Schedule:

- Monday to Friday

Supplemental pay types:

- Overtime pay

Experience:

- Transportation Industry: 1 year (preferred)

Work Location: In person