

Logistics Coordinator – 3 openings

We are currently looking for a Seafreight Import/Export Coordinator to join our Toronto office. This is a fast paced position that requires excellent customer service skills, multitasking and a strong commitment to quality and attention to detail.

Responsibilities:

- Monitor import and export shipments, follow-up, tracking and tracing, problem identification and timely resolution;
- Interact with customers on phone; provide shipment status, customs regulations and procedures; handle customer complaints and concerns.
- Build close, strong relationships with all our customers, overseas agents and service providers;
- Complete processing of all documentation required including invoicing and import declaration if required;

Qualifications:

- Degree/Diploma in Business, Transportation, Logistics, or a related field preferred;
- New graduates are welcome to apply.
- Excellent customer service experience required;
- Excellent communication in English (verbal and written);
- Strong organizational and time management skills required, including the proven ability to work in a fast-paced environment with time-sensitive deadlines;
- Proven ability to work well both independently and as part of a team required;
- Proficient computer and keyboarding skills required (Microsoft Outlook, Word and Excel).

Benefits include:

We offer a comprehensive salary and a full benefits package for full time employees that include Medical, Dental, Vision, Life Insurance, Short-term and Long-term Disability, Paid On-the-Job Training.

** Please email application to reid@anteklogistics.com **

Office location:

