



Willson International Limited  
2345 Argenta Road, Suite 201  
Mississauga, ON L5N 8K4  
[willsonintl.com](http://willsonintl.com)

Love going to work everyday? We do! Join our growing team of International Border Specialists!

Willson International is a fourth-generation organization offering Customs Brokerage and Third Party Logistics solutions to our client. We are dedicated to our people because the people we hire are the cornerstones of our success. Their ideas, commitment and connection to our customers are truly the essential elements in how we succeed.

If you have a passion for terrific customer service, work life balance and love to work in a team environment this could be the opportunity for you!

### **Operations Support Clerk – Tonawanda, NY**

#### **Available Shifts:**

- O Monday to Friday 9am – 5pm**
- O Monday to Friday 12pm – 8pm**
- O PT role - Monday to Friday 4pm – 10pm**

The **Operations Support Clerk** is our first point of contact with our customers and their carriers. They provide critical shipment status information to our customers, carriers and our operations rating team.

#### **Here are some of the activities you will be expected to perform:**

- Manage all incoming documents through ECM and e-mail
- Assist confirmers/raters in retrieving COS documentation
- Creation of documents using electronic means
- Communicate through telephone and email with customers, carriers on shipment status
- Scanning, faxing, filing, data-entry.
- Reception back up as required
- All other duties as assigned

#### **These are the standards we look for:**

- High School Diploma is required
- Minimum of 1 year in an office environment
- Proficiency in MS Office and database skills, faxing, scanning, internet work.
- Strong communication skills – English verbal and written is required

#### **These are the values that are important to us:**

We believe in Constant Improvement, Urgency and Purpose, Courage, Community Involvement and Family First. We look for people that are adaptable, enthusiastic, self-motivated, passionate, creative and team-oriented.

#### **This is the company culture we are fostering:**

At Willson, family is first, and we recognize, support and respect each employee's responsibility to his/her family. In our continued efforts to help our full time employees we offer:

- Medical, Dental & Supplementary Health coverage
- Company paid emergency leave days
- Paid Continuing Education Courses

If you think you are a fit for this type of opportunity, please apply by sending your application to [careers@willsonintl.com](mailto:careers@willsonintl.com). We would love to hear from you. Please come and learn more about us at

[www.willsonintl.com](http://www.willsonintl.com)

**Willson International is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.**