

Love going to work every day? We do. Interested in a career with a progressive fourth generation, family owned company with 100 years of experience?

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!

### **Casual Imports Coordinator – Mississauga, Ontario**

A **Casual Imports Coordinator** is responsible for managing Casual Import transactions and maintaining relationships with the client base. You will be responsible for confirming that all casual import customers receive proper assistance to ensure seamless movement of their shipments. This requires ensuring all administrative paperwork is complete by contacting clients on an ongoing basis to gather data and information about shipments.

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

- Contact the Consignee (via phone) to confirm that they are the Importer of Record (IOR) and gather a General Agency Agreement (GAA) and a POA.
- Apply for Business Number (BN) with the CRA
- Work in collaboration with Canadian, US Operations and sales department.
- File, Scan, Print, data-entry.
- Phone and Email communication.
- All other duties as assigned.

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

- High School Diploma is required. College Diploma in Business Administration and or equivalent is preferred.
- Transportation Industry knowledge is a definite asset
- Minimum two (2) years within an administrative customer service role.
- Working knowledge of MS Office Suite of products – in particular Word, Excel, database skills, Internet searching skills.
- Self-disciplined with excellent organizational and time management skills.
- Able to work independently and or part of a team.
- Strong communication skills – verbal and written is required
- Problem solving, accuracy, attention to detail and analytical ability is required
- Fast paced work that requires the candidate to work with Urgency and Purpose

#### **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 employees we offer:

- Medical, Dental & Supplementary Health coverage

- Maternity top-up and paid time off for new Fathers
- Company paid emergency leave days
- Company matching Group RRSP
- Paid Continuing Education Courses

If you think you are a fit for this type of opportunity, please apply by sending your resume 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.