

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!

Freight Operations Coordinator – Mississauga, ON

As a **Freight Operations Coordinator**, you are responsible to arrange and follow up on Truck freight deliveries and dispatch operations for all assigned clients, spot quoting, tracking, and invoicing.

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

- Take orders from customers and outsource to the proper carriers for pickups of freight. Arrange for basic deliveries and investigate which type of move.
- Order entry into Descartes transportation management software.
- Rate negotiations with carriers.
- Ensure customers freight is picked up / delivered to the customer on time (track and trace)
- Match vendor invoices to payables, and preparing customers invoices once freight files are closed.
- Provide customers / prospects with on spot quotes for freight moving at that moment or projects for the future.
- Billing and filing, Miscellaneous administration
- All other duties as assigned

These are the standards we look for:

- High School Diploma is required. College or University diploma/degree in Business Administration is preferred.
- Minimum two years of logistics experience.
- Working knowledge of MS Office Suite of products.
- Experience using the Descartes platform for transportation is a bonus.
- Working knowledge of transport law
- Strong communication skills – verbal and written is required
- Problem solving, accuracy, attention to detail and analytical ability 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 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. We would love to hear from you. Please come and learn more about us at 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.