

Export Logistics Coordinator - Air Division

Task description

Department : International
Immediate Superior : International VP
Location: Central Office, Blainville

Job summary :

The Air Export Coordinator is a key player in the development and future of the company. This position requires you to do more than just move freight. By your knowledge of the transportation industry, you will provide clients with personalized innovative services and solutions helping them improve their supply chain management.

Job description:

- Booking export shipments with airlines / service providers.
- Coordinate with import brokers and insurance of arrival notices.
- Receive, review, and process export documentation according to established procedures and customs regulations.
- Determine the most cost-efficient method of moving freight.
- Arrange bookings; coordinate freight movement from airport to destination; including pick up, storage, and delivery.
- Maintain communication and information between overseas shippers, customers and vendors to ensure customers' needs are being met by.
- Verify vendor invoices for accuracy.
- Create POs in internal accounting system; prepare and maintain various files and reports.

Requirements:

- 1 or 2 years of experience in the Air Freight Forwarding Market.
- Bachelor's degree in Transport Logistics or equivalent training as CIFFA or CITT.
- Bilingual French-English oral and written.

- Proficient in Microsoft Office Suite.
- Knowledge of Freight Forwarding industry.
- Ability to multitask in a very fast paced environment.
- Self-motivated, organized and able to provide proactive solutions.
- Good communication, organizational skills and a strong attention to detail are required.
- Knowledge in Global Trade Regulations, Compliance Laws and Customs/Duties.
- Team player.

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