



GREAT CAREER OPPORTUNITY AT MTLINK LOGISTICS COORDINATOR

We are the provider of choice for safe, sustainable and creative solutions in the marine and environmental sectors. We are truly committed to finding and supporting the best talent. We are now looking to fill a **Logistics Coordinator** position at **MtlLINK**.

RELIABILITY IMAGINATION GOING BEYOND SUSTAINABILITY

With so many opportunities available to you, there are good chances that you'll find a way of doing what you are truly passionate about. We need top talent to create the right workplace for our people.

The Logistec family is seeking a dynamic individual to coordinate and maintain all inventory authorizations to ensure fluidity and operational transactions within the Logistics department. This is an opportunity for the right person to demonstrate their **ORGANIZATION SKILLS**. You will be responsible for ensuring that all your tasks are carried out with **ACCURACY** and in a **TIMELY MANNER**.

Your new responsibilities:

- Coordinate and manage daily inventory authorizations for incoming & outgoing railcars, containers & truckloads, and ensure load accuracy including dispatching, scheduling and tracking of orders;
- Ensure inventory maintenance in the company database as well as input data;
- Provide effective and professional communication with clients and carriers;
- Create and maintain strong vendor relationships.

You have the right qualifications:

- A minimum of three (3) to five (5) years of experience in a similar position;
- Excellent knowledge of the Microsoft suite (Word, Excel, Outlook);
- Excellent knowledge of trucking and maritime transport;
- Good organizational skills, attention to detail and ability to work autonomously;
- Bilingual – written and oral;
- Experience in dispatching and/or inventory management (an asset).

At Logistec, we believe that inclusion inspires true **IMAGINATION**. The most creative team must also be the most diverse. That's why we offer equal opportunities to all applicants.

If you are interested in joining a great team and believe you have the right qualifications, please visit the **OUR PEOPLE** section of our website at www.logistec.com for more information.