

Export Documentation Coordinator
Ray-Mont Logistics – Montreal, QC



Position: Export Documentation Coordinator
Division: Documentation
Job Type: Full-time

Company Description

Ray-Mont Logistics is a dynamic organization focused on becoming the essential link in the international business logistics supply chain. We provide various operational logistics services such as loading, transportation and storage of surplus products.

In every aspect of our work, we take pride in a job well done. By seeking excellence in our service delivery, information accuracy and the protection of cargo integrity, we strive to exceed our customers expectations.

Tasks:

- Provide excellent customer service by coordinating the export documentation process for customer and carrier requirements, answering questions and attending to customer complaints in a timely manner;
- Issue export documentation prior to strict deadlines;
- Maximize relationships with current and future clients;
- Manage the invoicing process for customer orders;

Qualifications:

- 2-3 years of experience in handling ocean export documentation.
- Bachelor's degree in supply chain management, logistics or international business
- Experience in preparation and issuance of Ocean B/Ls, as well as issuing other export documentation. (Certificate of Origin, CNCA Certificate, Invoicing)
- Knowledge of export regulations, CAED regulations, and full understanding of Incoterms.
- Experience with sailing schedules, resolving freight discrepancies and customer complaints, file estimate and file closing, and handling a high volume of daily general correspondence with customers and carriers.
- Excellent typing and data entry skills.
- A good working knowledge of Outlook, Excel, Internet browser and Intra.
- Candidate must have verbal and written communication skills in English. (French an asset).
- Customer service experience is a must.
- Attention to detail and an attitude for a fast paced, multi-tasking and customer service minded environment are all required skills.