

Logistics/customer service agent (temporary - 1 year)

Who are we?

Montreal Gateway Terminals company is made up of people whose talents and commitment are two of our greatest assets. Visit us at the www.mtrtml.com and watch the following video to learn more about our terminals and the passionate people who work there. To do this, copy and paste the following link in your browser: https://www.youtube.com/watch?v=_M_Nn1L_RcE

If you are looking for a challenging job with exciting challenges in an ever-changing environment, contact us immediately. Montreal Gateway Terminals, equipped with the latest operational data systems, will provide you with a safe work environment and team concept where your skills and qualities will be valued.

As a result of a regulated area and due to our activities, successful applicants will be required to obtain a Transportation Safety Clearance issued by Transport Canada to work with us. For information, visit the <https://www.tc.gc.ca/fr/services/surete-transports/demande-phst.html>

Ensuring the well-being of our employees is our priority. We offer competitive working conditions and benefits to our employees and their families:

- Very competitive salaries;
- Free parking;
- Social activities organized by the company;
- Skills development program;
- Health and Wellness Program.

If so, look no further! Montreal Gateway Terminals offers you an excellent opportunity with a logistics/customer service position for 1 year with the possibility of extension/permanence!

Key tasks:

- Check, prepare and send invoices to customers;
- Proactively monitor compliance in the process
- Make calls and email customers;
- Make the bank reconciliation daily;
- Prepare cheques for deposit;
- Save multiple cash payments for invoices allocated;
- General office work.

Requirements:

- College diploma (DEC) a DEC in transport logistics (asset);
- Bilingualism, oral and written (french, english);
- Relevant experience in the various functions of the position (minimum 5 years);
- Experience in a maritime company (asset);
- Be a team player and have a great ability to perform in a group dynamic;
- Ability to adapt quickly to changes in procedures and processes;

- Intermediate level with Excel and Outlook;
- Knowledge of the JD Edwards system (asset).

Did we get your interest?

- Send us your CV as soon as possible to rh@mtrtml.com and if your application is among the most interesting for this position, we will contact you to discuss this role in more detail;
- The use of the male gender is only used to lighten the text;
- Visit us at the mtrtml.com to learn more about us.