

MB Global Foods Inc. – Vaudreuil-Dorion, QC

MB Global Foods, a dynamic, import/export company specializing in frozen fruits and vegetables marketed worldwide is looking for a logistics coordinator who will be primarily responsible for the movement of ocean and inland cargo. They will also be required to provide support in other departments such as documentation and accounting on an as needed basis. To succeed in this role, the Logistics Coordinator will handle the following responsibilities, and have the below qualifications:

Responsibilities:

- Coordinate the movement of time sensitive product via ocean and inland transportation modes.
- Carry out daily tracking and tracing of shipments to ensure that you are always aware of any changes in departure and arrival times.
- Ensure that all required import/export documentation is acquired from shipper or created and completed in a timely manner.
- Build and maintain close relationships with suppliers, carriers, brokers and especially customers.
- Provide customer service and ensure that all client issues are quickly and efficiently resolved.
- Keep clients updated on their shipment schedules and ensure that any delays or other changes in their schedule is immediately communicated.
- Prepare and submit required customs documents for shipments

Advantages:

- Benefits available upon completion of probationary period
- Competitive salary based on experience
- Bonus plan (based on Individual / Company performance)
- 3 weeks vacation
- Paid company mobile phone
- Opportunity for internal advancement within company
- Participation in social events
- Team oriented, creative, and innovative company
- Summer Hours

Requirements:

- 5 years experience in a logistics, international trade or comparable role
- Attention to detail
- Excellent written and verbal communications skills (English, French, Spanish bonus)
- Exceptional organizational skills and capable of prioritizing workload
- Possess the ability to work independently and in a team
- Experience with SAP Business One is a major asset
- Proficiency in Microsoft Office (Outlook, Excel, Word are essential)

Please send your CV to hello@mbglobalfoods.com and note that while we appreciate all applications, only those being considered will be contacted.