



## **Job Title: International Freight Coordinator**

MC Freight Systems is a family owned Third Party Logistics (3PL) company that has been operating out of Port Coquitlam, BC for 29 years. Our team of highly skilled professionals work together to offer solutions to our clients covering all modes of transport, including Truckload, LTL, Intermodal, Courier, Air and Ocean.

We are looking for an enthusiastic, motivated and talented individual to join our Operations team as we continue to grow and further develop our existing customer base. This role, reporting to the Operations Manager, would be suitable for a person who has at least 3 years' experience in International Transportation and Logistics.

We are looking for someone who is friendly, driven, who thrives in a fast-paced environment and is the right 'fit' based on our company's Core Values and Culture.

### **As the International Freight Coordinator, you will be responsible for, but not limited to:**

- Responsible for coordinating all functions relating to the movement of goods via Air and Ocean for both imports and exports
- Provide rate quotations and assist with transportation and logistics proposals to clients
- Liaise with customers and overseas offices to resolve issues that may arise
- Work with agents/airlines and steamship lines to build rates and service offerings
- Enter order details along with costing and selling rates into system
- Track and trace shipments, researching and resolving issues that may arise
- Assist with domestic pricing and dispatching
- Communicate and work with in-house sales staff to build and maintain business relationships for international and domestic business offerings

### **The successful candidate will also have the following:**

- Be well versed in all modes of transport: Ocean Freight, Airfreight, Courier, Trucking (LTL/FTL)
- Understanding of Bills of Lading, Commercial Invoices, NAFTA Certificates and B13 documents
- Work well in a fast paced team environment.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Possess strong international geography, with an understanding of major seaports and airports
- Minimum 3 years' experience in international freight forwarding and trucking.
- Strong customer service skills
- CIFFA Certification considered a strong asset
- Proficient in Business English
- Ability to think outside the box and offer effective solutions, operational focus

We offer a competitive salary, bonus plan and a comprehensive benefits package. Best of all, the successful candidate will get to experience what it's like to truly enjoy working in a fun, fast-paced environment that promotes equality and respect to all team members.

Should this position be of interest please email a cover letter or an outline of why you think this position would be perfect for you and a current resume to [careers@mcfreight.com](mailto:careers@mcfreight.com). Only qualified candidates will be notified.