



## **Job Title: Logistics Coordinator**

MC Freight Systems is a family owned Third Party Logistics (3PL) company that has been operating out of the Port Coquitlam, BC area 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 Dispatch team as we continue to grow our business. This role would be suitable for a person who has experience in an Operations or Customer Service role and has worked at least 2 years in the Transportation / Logistics industry.

We are looking for someone who is friendly, hardworking and thrives in a fast-paced environment.

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

- Respond to internal and external enquiries via email and phone
- Manage customer order entries, including dispatching carriers, providing rate quotes, tracking/tracing
- Manage and update client accounts
- Perform general administration tasks
- Support other departments

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

- Excellent communication skills including strong written and verbal communication skills
- Must have a warm approachable manner
- Conflict resolution skills
- Strong problem solving skills
- At least two years' experience in a customer service position
- At least two years' experience in the Transportation / Logistics industry working as a Logistics Coordinator/ Dispatcher
- Detailed knowledge of pricing in both LTL and TL markets
- Extensive experience using MS Office software
- Excellent computer skills
- Good time management and follow-up skills, including the ability to effectively balance quality and quantity of output
- Demonstrated ability to effectively resolve customer issues/ complaints

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 and a current resume to [careers@mcfreight.com](mailto:careers@mcfreight.com). Only qualified candidates will be notified.