



Job Title: Logistics Coordinator

Family-owned, great work/life balance!

MC Freight Systems is a family owned Third Party Logistics (3PL) company that has been operating for 30 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.

Why Join us?

- Plans in place for an aggressive Growth plan. **“Get in now”**
- Formal onboarding and mentoring systems in place. **“We will ensure you succeed”**
- Rewards and incentives offered to those who excel on the job. **“Over and above will not go unnoticed \$\$”**
- Fun, relaxed, team focused work environment. **“Work to live, not live to work”**
- Company Core Values: **Quality, Team Work, Caring, Integrity!**

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

- Responsible for coordinating all functions relating to the pickup and delivery of all shipments
- Provide rate quotations and assist with transportation and logistics proposals to clients
- Liaise with customers and transportation companies to resolve issues that may arise
- Work with agents/carriers 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, monitoring deliveries, ensuring customer satisfaction
- Communicate and work with in-house sales staff to build and maintain business relationships for domestic business offerings

The successful candidate will also have the following:

- Be well versed in all modes of transport: Courier, Trucking (LTL/FTL), Intermodal (LTL/ FTL)
- Understanding of Bills of Lading, Commercial Invoices, NAFTA Certificates
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Possess strong knowledge in geography of both Canadian Cities and US States
- Possess strong knowledge in lane pricing with for Independent and common carrier rates
- Minimum 3 years' experience in freight forwarding and/or trucking.
- Strong customer service skills
- Proficient in Business English
- Ability to think outside the box and offer effective solutions, operational focus
- Be able to work as part of a team in a fast paced and pressured environment
- Efficiently solve problems relating to sales, finance and transportation of goods
- Organized and logical, willing to adapt quickly to changing policies and procedures

We offer a competitive salary 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. Only qualified candidates will be notified