



JOB DESCRIPTION

Title: Logistics Specialist

Reports to: Logistics Team Lead

Band: JMC

Department: Operations

Location: Mississauga, Ontario

Grade: J3

Job Overview:

The Logistics Specialist will operationally support the movement of containers for the distribution and export of agricultural commodities. The person in this position will also be responsible for analyzing and managing cargo data, preparing analysis and reports necessary for the execution of contracts. In addition, it will also be a support in contact with customers. This person will work closely with all departments within ETG Commodities Inc.

Position Responsibilities:

- Proper management of invoices received from service providers.
- Planning ahead with the payment programming in coordination with the payable team.
- Navigate through service providers' websites to record/ dispute/ ask for more information.
- Ability to coordinate with shipping lines, freight companies, trans-loaders, and rail to receive invoices on time.
- Track, measure, and report regularly on credit terms with service providers.
- Weekly/bi-weekly meetings with service providers to ensure credit terms are safeguarded.
- Generate weekly/monthly reports as required.
- Participation in freight desk projects by managing new initiatives as they arise.

Employment Qualifications:

- Bachelor's degree in supply chain or related field.
- Minimum two (2) to three (3) years of experience in the logistic process - export experience preferred (rail, truck, container).
- Experience with Microsoft Office - excellent Excel skills required.

Other Competencies:

- Ability to adapt and meet changing priorities in a fast-paced environment with the ability to multitask and meet deadlines.
- Ability to interact with all levels of the organization internal and external in a professional and objective manner.
- Strong sense of initiative, self-starter, and able to work well independently and as part of a team.
- Excellent communication and interpersonal skills. Must be a team player and able to work efficiently in a dynamic fast-paced, work environment.
- Excellent analytical and problem-solving skills while maintaining a high-quality of customer-service.
- Strong organizational skills with attention to detail including the ability to balance multiple priorities.

ETG Commodities Inc.

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Inclusivity

ETG Commodities Inc. is committed to the guiding principle of equal opportunity for all employees and to thrive in a workplace that is free from discrimination and harassment. All employment considerations at ETG Commodities Inc. is based on job requirements, business needs and individual qualifications. ETG Commodities Inc. does not make any employment decisions on any of the following - citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, receipt of public assistance (in housing) and record of offences (in employment) which are all protected by the laws and regulations in the location in which we operate. ETG Commodities Inc. will not tolerate discrimination or harassment based on any of these characteristics.

Please apply by sending a resume and cover letter to: humanresources.canada@etgworld.com

We thank all applicants; however, only those selected for an interview will be contacted.