



Freight Logistics Coordinator

SureWerx is a national supplier of tool, equipment and safety product lines for the Canadian market. Our products include: abrasives, air tools, hand tools, material handling, lifting equipment and safety apparel and products. We are a privately held, proudly Canadian company recognized as a leader in the wholesale distribution of tools, equipment and safety industry. Our head office is located in Coquitlam, B.C with six branch offices strategically located in the major cities across Canada.

We are currently looking for a Freight Logistics Coordinator within our Coquitlam location. The Freight Logistics Coordinator will be responsible for importing and correspondence with international suppliers, freight forwarders and brokers.

Responsibilities:

- Checking of import documents;
- Customs clearance of products by brokerage or self-brokerage;
- Providing the warehouse with documentation for initial receipt of goods;
- Costing of shipments;
- Arranging deliveries with truckers and freight forwarders;
- Daily correspondence with international suppliers;
- Processing invoices for payment;
- Closing and maintaining import files;
- Maintenance of supplier files;
- Determination of tariff codes;
- Other duties to be assigned when required.

Education and Competencies:

- Detailed oriented and logical individual with the ability to make objective business decisions in a fast-paced environment;
- Excellent verbal and written communication skills, with a strong listening ability;
- Ability to work independently or as part of a team;
- Customer service oriented with a sense of priority and purpose;
- Superb accountability, concentration and punctuality is essential;
- Tolerance to adversity and the capability to handle stress in a positive manner;
- Strong numerical aptitude;
- Proficiency with MS Word and Excel;

- A minimum of two years of experience in an administrative role or a working knowledge of tool, equipment & safety products;
- Preference will be given to applicants with a university degree, higher education diploma or prior supply chain experience.

How to Apply:

We offer a competitive compensation and benefit package. If you are interested in this opportunity, please forward your resume via e-mail complete with a cover letter to careers@surewerx.com. We thank all applicants for their interest in SureWerx; however, only those who qualify will be contacted.