



### **COORDINATOR LOGISTIC / TRAFFIC**

As a Logistics / Traffic Coordinator, you will be responsible for the logistics of the import activities, in support and collaboration with the logistic manager. Among other things, you will:

#### **Task description :**

- Prepare documents and follow up with suppliers, customs, and freight forwarders;
- Coordinate incoming shipments and assure deliveries are received by scheduled dates;
- Communicate with international suppliers (ex : China)
- Interact with various company departments to ensure a steady flow of information and the supply chain
- Prepare payments to suppliers

#### **Qualifications :**

- Training in transportation logistics, international trade, accounting or equivalent
- 2-3 years experience in a similar position
- Experience in dealing with air, ground and water transportation
- Strong interpersonal skills and ability to build lasting relationships
- Excellent verbal and written communication skills in English and French
- Ability to analyze and solve problems
- Sense of organization
- Team spirit while able to act independent
- Timeliness and Detail
- Knowledge of Excel, Outlook, JD Edwards and IT tools.

**To apply, please send your resume to this email address: [emploi@holiday.ca](mailto:emploi@holiday.ca)**