



As the Traffic Coordinator, as a key member of the Supply Chain team, you will act as the primary contact for both internal and external business partners while preparing various documents pertaining to importing and exporting goods on a global level.

Some of What You'll Do:

- Communicate & follow up with our domestic factories to arrange deliveries to 3PL warehouse globally.
- Arrange exports and warehouse transfer shipments from global factories to global warehouses.
- Prepare necessary export and custom documents.
- Prepare accurate documentation for Fish and wildlife products.
- Monitor and process export shipment bookings and coordinate shipment deliveries with freight forwarders, transport, and warehouse partners.
- Distribute documents to custom's broker, ensuring custom's clearance.
- Process cross border shipments and Canadian duty drawbacks
- Coordinate and dispatch consumer web orders globally area.
- Communicate with partners to ensure pickup and delivery schedules are met.
- Find most cost-effective transportation options to move goods.
- Perform other tasks as needed and related to department.

Some of What You'll need:

- 3 to 5 years' experience in Supply Chain/Logistics is an asset.
- Proficient in Microsoft Office including Word, Excel, and Outlook
- Bilingual - English and French.
- Experience in the apparel and fashion industry preferred, but not required.
- Experience with USA Fish and Wildlife is an asset.

Some of Who You Are:

- Detail-oriented, results-driven and a team player, Flexible, adaptable, and capable of working in a fast-paced environment.
- Ability to work independently but can work well within a team environment.
- Strong follow up skills, organized, efficient, attention to detail.
- Good interpersonal skills.
- Strong organizational and problem-solving skills.