



Position: Logistics Coordinator

Position Type: Full Time

No. of Positions: 1

Key responsibilities include, but are not limited to:

- Prepare, scan, sort & organize truck freight with the Transportation Manager
- Assist Transportation Manager in planning and coordinating loads to maximize efficiencies and reduce cost
- Track transportation for product being sourced (domestically, from the US and internationally)
- Maintain and manage freight related to purchase orders and transfers on internal ERP system
- Administer accounts payables responsibilities of freight coordinated by the freight department
- Communicate with vendors, carriers, and internal customers
- Create and maintain truck and trailer schedules
- Create shipping documents and process transactions (Canada, US and International)
- Backup to the Transportation Manager

Experience and Qualifications Required:

- Prior transportation industry and/or logistics experience are an asset
- High School Diploma
- Strong to excellent interpersonal and communication skills
- Able to deliver information in a clear and respectable manner to fellow team members, Grower partners, and trucking companies
- Aptitude for numbers with a high attention to detail
- Able to follow directions and procedures, effective time management and organizational skills
- Courteous, friendly and professional with a positive attitude
- Able to work independently and as part of a team
- Demonstrated computer proficiency – Microsoft Office suite, internet and research
- Strong work ethic and ability to work in a fast-paced environment with a sense of urgency
- Must be willing to work weekends and be able to take after hour calls

Schedule: 8:00am - 5:00pm Monday to Friday

Additional Details:

Candidates who meet the qualification criteria will be considered for this position upon submitting their resume and responses to the questions provided below directly to careers@peakmarket.com prior to the application deadline.

Please be aware that applications submitted directly through Indeed will not be reviewed or taken into consideration for this position.

Please ensure to include the Job Title and your Name in the subject line of your emailed resume application.

Question #1: What are your salary expectations for this role?

Question #2: To which Peak of the Market Ltd.'s values do you feel you most align?

Question #3: Are you currently interviewing with other companies?

COVID-19 considerations:

You must provide proof of being fully vaccinated (fully vaccinated means: two vaccines plus the third booster.)

