



Superior Port Services

Account and Traffic Coordinator

Quickload Logistics is currently hiring for full-time Account and Traffic Coordinator to join our growing and dynamic company at our Prince Rupert Container Freight Station (CFS). This role will deliver excellent customer service while managing the administrative aspects of client accounts.

Daily responsibilities of the Account and Traffic Coordinator will include but are not limited to:

- Truck dispatch duties including coordination of container movement from Fairview Terminal to Quickload's container freight stations
- Creation and completion of load plans/stows for clients with short timeframes
- Completing customs documentation in short timeframes
- Tracking customer inventory
- Daily input of transport truck BOLs
- Collecting accurate data for operational metrics and equipment inventory

The ideal candidate should preferably possess:

- Ability to maintain relationships and the delivery of high quality customer service to our clients
- Flexibility and the ability to thrive in a fast-paced and growing environment
- Strong attention to detail and ability to multi-task
- Exceptional analytical thinking, problem solving, and organizational skills
- Proficiency in Microsoft Office, especially strong skills in Excel and Outlook
- Strong data-entry skills and attention to detail
- Able to prioritize work and meet deadlines

An in-house training program will be provided to the successful candidate.

Compensation and benefits package is competitive and reflects experience.

Application deadline is July 20, 2018

Please apply via email with a resume and cover letter to:

**Human Resources
hr@quickloadlogistics.com**

***All resumes will be reviewed in confidence.
Only candidates selected for an interview will be contacted.***