

Traffic Coordinator

Location: Toronto, ON

Function:

The Traffic Coordinator is responsible for the movement of all transportation freight in order to achieve a high level of performance by verifying orders that are delivered in a timely and cost efficient manner. This includes all coordination and communication of deliveries while considering freight costs, monitoring transit lines, and overseeing operation schedules.

Key Responsibilities:

- Maintain accurate reports, track all shipments and update internal databases
- Work with Supply Planners to monitor delivery schedules
- Update lanes with preferred carrier
- Communicate with the Operations department to coordinate deliveries
- Communicate with the Sales department on deliveries, resolving issues, and requesting information
- Assist in the improvement of processes and procedures to maximize logistics operations
- Develop/maintain Logistics and Freight Rate Database
- Report and track damaged shipments
- Initiate/manage carrier claims
- Issue/investigate carrier non-conformances and root cause analysis
- Interact with carriers/trucking companies, brokers, freight forwarders
- Arrange and/or support Customer Service and Supply Planners for emergency/expedite shipments
- Ensure carrier compliance documentation is current
- Support afterhours shipments with customs documentation when required
- Other duties as assigned

Qualifications:

- University degree or College diploma and two (2) years' experience in a related field (i.e. chemistry, logistics, freight) is required
- Must have experience or training in Lean, Six Sigma, Continuous Improvement and project management
- Must have a strong organizational aptitude, be detailed oriented and have excellent time management skills
- Must have strong problem solving skills with the ability to prioritize and multitask
- Must have excellent communication, analytical, and negotiation skills
- Must have strong computer skills using Microsoft office suite including Outlook, Excel and Word
- Familiarity with transportation management systems, manufacturing operations and/or professional designations would be an asset

We have:

- Competitive wages and great benefits
- A pleasant place to work with the best co-workers around
- Enjoyable company events throughout the year
- Training and education reimbursement programs

How do I apply?

Please send your resume and cover letter in Word or PDF format to toronto.hr@univarcanada.com and indicate the job title and location (Traffic Coordinator – Toronto) in the subject line of your email. Please note that candidates are subject to background and reference checks. Thank you for your interest in Univar.

About Univar

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers.

Safety is our first priority, both the starting point and foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: www.univar.com.