



Position: Import Logistics Coordinator (Maternity Leave Contract)	Department: Sales	
Reports to: Program Sales Manager	Location: Ontario Food Terminal	Opens: Closes:

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail operator. Our goal is to be the supplier of choice for all of our Customer's needs.

The people who comprise our close knit team work together in a community focused company that is driven by a set of core values that serve as guardrails throughout our entire business. It is these values that drive the culture of the organization which encompass Integrity, Respect and Team Work.

*Reporting to the Program Sales Manager, this position works out of the Ontario Food Terminal located at 165 Queensway, Etobicoke. **This position is a maternity leave contract with an anticipated duration of 12 months.** Our ideal candidate is able to work a flexible schedule to accommodate for the needs of the business, which may include weekends.*

Responsibilities

- Process custom documents for entry to Canada
- Contact Shippers for all COS requirements
- Modify appropriate revisions for recognition to Canadian Customs Broker
- Build Purchase orders and manage Add on costs
- Work with buyers regarding inventory codes/price discrepancies
- Record all US/Canadian Loads
- Work with Logistics team to receive and update all load information in Inventory Receiving Manager
- Ensure all permits are renewed and validated for entry to Canada
- Maintain current and up to date information on all government/CFIA requirements
- Item Category Maintenance
- Container Clearance
- Track & Trace shipments



Qualifications

- Post-secondary education
- Proficient in MS Office
- Familiar with legal requirements regarding import/export shipments
- Must be available to work shift work including weekends.
- Must learn Gambles computer software (Edible)
- Strong communication skill and multi-tasking ability
- Must be fluent in English, both speaking and writing
- Custom clearance certification an asset

Competencies

- Strong interpersonal skills for interacting with external & internal contacts
- Ability to manage competing priorities and meet deadlines.
- Exceptional English verbal and written communication skills.
- Ability to type fast and free from error.
- Neat penmanship
- Detail-oriented, well organized
- Ability to readily adapt in a changing environment.
- Professional and able to handle confidential material.
- Ability to work in a team environment as well individually
- Self –motivated

APPLICANTS: Please send resumes to: jobs@goproduce.com

We thank all those who apply for their interest but only those selected for an interview will be contacted.

Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please contact accessibility@goproduce.com and they will make the required arrangements.