



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/02

## Distribution Supervisor & Administrative Assistant

<b>Job ID</b>	<b>8B-E8-3F-B3-9B-A4</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=8B-E8-3F-B3-9B-A4">https://careers.indigenous.link/viewjob?jobname=8B-E8-3F-B3-9B-A4</a>	
<b>Company</b>	Tropical Treats	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2024-02-02	To: 2024-07-31
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25 Per Hour For Both Positions for a minimum of 30 hours per week	
<b>Languages</b>	English	

### Description

Tropical Treats processors & distributors of fruit juices and beverages located at 130 Bermondsey Road, North York Ontario M4A 1X5 urgently requires a Distribution Supervisor to oversee, monitor and supervise the day-to-day distribution of the business and a highly organized Administrative Assistant with strong time management and organizational skills and the ability to work in a fast-paced environment.

Job Type for both positions: Permanent full-time positions.

Overtime for both positions: 1.5 times the wage after 44 hours per week

### Experience

2-3 years for both positions

### Education Requirements

Education for Administrative Assistant: College or other program for administrative assistants/secretaries

Education for Distribution Supervisor: Post-secondary program of 1 to 2 years in business, supply chain, production, manufacturing or any related field.

### Essential Skills

Job Duties & Skills of Distribution Supervisor

- Perform resource allocation and workload assignments.
- Maintain proper documentation of all products received and shipped.
- Supervise and coordinate deliveries as per company policies and customer demands.
- Conduct training for new hires.
- Ensure that inventory is clearly identified and readily accessible.
- Monitor and track the progress of deliveries.
- Ensure that shipments conform to customer routing guides.
- Supervise the preparation of domestic and international documentation & ensure accuracy for customer compliance.
- Lead, direct and manage the performance of the distribution team.
- Maintain effective control over product flow and inventory and ensure proper shipping of products.
- Review all shipping orders and give instructions specifying type and volume of products to be uploaded, delivery dates, loading time and customer requests.
- Ensure accurate deliveries and excellent customer service.
- Oversee stock levels and ensure that stocks never run out.
- Provide logistic and distribution support for shipments until final destination of cargo.
- Strong planning, organization and customer service skills.
- Ability to motivate team and multi-task.
- Excellent leadership and interpersonal skills.

### Additional Skills

Job Duties and skills of Administrative Assistant:

- Compose, edit and prepare documents including letters, memos, forms and other paperwork.
- Perform clerical duties such as typing, filing, copying, emailing, answering & responding to telephone calls and electronic enquiries and coordinating, scheduling & making appointments.
- Conduct interviews, recruitment and new hire orientations.
- Create and maintain an up-to-date electronic and physical filing system.
- Obtain and update all WSIB clearances, pay premiums and maintain reconciliation reports.
- Maintain an accurate record of invoices, contracts and company credit card receipts and ensure timely submission of expense statements and reports to the accountant.
- Coordinate and manage purchase orders.
- Create and maintain a database with up-to-date employees, vendors, financial and other information.
- Maintain an up-to-date inventory
- Maintain the confidentiality of sensitive business information.
- Perform other administrative duties and support as assigned.
- Excellent organizational and communication skills.
- Computer proficiency.
- Professional written and spoken communication skills.

### **How to Apply**

Interested candidates may apply with references to [resumestropicaltrees@gmail.com](mailto:resumestropicaltrees@gmail.com) specifying the position applying for.

Strictly no phone calls please

# Job Board Posting

Date Printed: 2024/07/02

## Distribution Supervisor & Administrative Assistant

<b>Job ID</b>	<b>444A6015B83BE</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=444A6015B83BE">http://NewCanadianWorker.ca/viewjob?jobname=444A6015B83BE</a>	
<b>Company</b>	Tropical Treats	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2024-02-02	To: 2024-07-31
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25 Per Hour For Both Positions for a minimum of 30 hours per week	
<b>Languages</b>	English	

### Description

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Overtime for both positions: 1.5 times the wage after 44 hours per week

### Experience

2-3 years for both positions

### Education Requirements

Education for Administrative Assistant: College or other program for administrative assistants/secretaries

Education for Distribution Supervisor: Post-secondary program of 1 to 2 years in business, supply chain, production, manufacturing or any related field.

### Essential Skills

Job Duties & Skills of Distribution Supervisor

- Perform resource allocation and workload assignments.
- Maintain proper documentation of all products received and shipped.
- Supervise and coordinate deliveries as per company policies and customer demands.
- Conduct training for new hires.
- Ensure that inventory is clearly identified and readily accessible.
- Monitor and track the progress of deliveries.
- Ensure that shipments conform to customer routing guides.
- Supervise the preparation of domestic and international documentation & ensure accuracy for customer compliance.
- Lead, direct and manage the performance of the distribution team.
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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/07/02

## Distribution Supervisor & Administrative Assistant

<b>Job ID</b>	<b>DF23C85E7A52A</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=DF23C85E7A52A">http://NoExperienceNeeded.ca/viewjob?jobname=DF23C85E7A52A</a>	
<b>Company</b>	Tropical Treats	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2024-02-02	To: 2024-07-31
<b>Job</b>	Type: Full-time	Category: Miscellaneous
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