



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: 2024/05/07

Distribution & Administration Supervisor

Job ID	13-49-B7-B8-34-41	
Web Address	https://careers.indigenous.link/viewjob?jobname=13-49-B7-B8-34-41	
Company	Tropical Treets	
Location	North York, Ontario	
Date Posted	From: 2020-04-28	To: 2020-10-25
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
Job Salary	\$24.04 per hour for a minimum of 30 hours per week	
Languages	English	

Description

Tropical Treets processors & distributors of fruit juices and beverages located at 130 Bermondsey Road, North York, Ontario urgently requires a Distribution & Administration Supervisor to oversee, monitor and supervise the day to day distribution & administrative operations of the business

Job Type: This is a Permanent, full time position

Overtime: applies after 44 hours per week

Experience

2-3 years

Education Requirements

Completion of secondary school

Essential Skills

- 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;
- Compile and submit regular reports to Management;
- Review all shipping orders and give instructions specifying type and volume of products to be uploaded, delivery dates, loading time and customer requests;

- â€¢ Ensure accurate deliveries and excellent customer service;
- â€¢ Liaise and contract with multiple freight carriers;
- â€¢ Oversee stock levels and ensure that stocks never run out;
- â€¢ Provide logistic and distribution support for shipments until final destination of cargo;
- â€¢ Show care, concern and responsibility while serving customers;
- â€¢ Maintain a clean and safe work environment

Additional Skills

- â€¢ Strong knowledge of administrative & distribution processes;
- â€¢ Strong planning, organization and customer service skills;
- â€¢ Ability to motivate team and multi-task;
- â€¢ Excellent leadership and interpersonal skills

How to Apply

To be considered for this position please email resume to jobbank@icaninc.ca

Strictly no phone calls please.

Job Board Posting

Date Printed: 2024/05/07

Distribution & Administration Supervisor

Job ID	1FB224BDE5490	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=1FB224BDE5490	
Company	Tropical Treets	
Location	North York, Ontario	
Date Posted	From: 2020-04-28	To: 2020-10-25
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
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Job Board Posting

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

Date Printed: 2024/05/07

Distribution & Administration Supervisor

Job ID	90399251DD3D8	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=90399251DD3D8	
Company	Tropical Treets	
Location	North York, Ontario	
Date Posted	From: 2020-04-28	To: 2020-10-25
Job	Type: Full-time	Category: Miscellaneous
Job Start Date	As soon as possible	
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