



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Logistics Supervisor & Administrative Assistant

Job ID	25-8D-C8-8D-4A-A0	
Web Address	https://careers.indigenous.link/viewjob?jobname=25-8D-C8-8D-4A-A0	
Company	International Tubular Products	
Location	Brampton, Ontario	
Date Posted	From: 2021-12-02	To: 2022-05-31
Job	Type: Full-time	Category: Manufacturing
Job Start Date	As soon as possible	
Job Salary	Logistics Superviso - \$27/hour; Administrative Assistant - \$24.50/hour	
Languages	English - For Both Positions	

Description

International Tubular Products Inc 70b Titan Road Brampton Ontario dealing in the manufacture and supply of steel products urgently require a Logistics Supervisor to plan, organize and manage the operational logistics of the company & a highly organized Administrative Assistant with strong time management and multi-tasking skills & the ability to work in a fast paced environment;
Job Type: Permanent, full time positions

Experience

Desired Experience and Skills â€“ Logistics Supervisor

- â€¢ 2-3 years experience;
- â€¢ Excellent communication and interpersonal skills
- â€¢ Dedicated commitment to providing timely customer service and assistance to clients
- â€¢ Strong management and negotiating skills
- â€¢ Strong organizational skills with the ability to meet tight deadlines
- â€¢ Sound reasoning skills to be able to analyze shipments and prepare reports;
- â€¢ Ability to provide direction to team to prompt service, fulfil client expectations and achieve set targets;
- â€¢ Ability to work in a team and leadership experience is strongly desired;

Desired experience & skills â€“ Administrative Assistant

- â€¢ 2-3 years clerical/administrative experience;
- â€¢ Excellent organizational and communication skills;
- â€¢ Computer proficiency;
- â€¢ Professional written and spoken communication skills;
- â€¢ Must possess solid guest service and presentation skills;

Education Requirements

Education – Logistics Supervisor: Completion of Secondary school; Certification/Diploma in a college program will be an asset.

Education – Administrative Assistant: Completion of secondary schooling; Completion of a college program for administrative assistants will be an asset.

Essential Skills

Job Duties - Logistics Supervisor

- Plan, organize, monitor & oversee the operational logistics of the company ensuring that all standards are met;
- Establish work schedules and procedures, resolve work-related issues, prepare and submit progress and other reports;
- Prepare export declarations and related Bills of Lading & AES reports;
- Coordinate the outbound movement of international freight shipments;
- Prepare export documents as per transaction instructions and customer reports;
- Coordinate with other departments to ensure timely shipping;
- Work closely with Operations to track and report purchase orders, shipments and productivity;
- Manage and conform to all regulatory standards ensuring that all required procedures are followed and reporting done on a timely basis;
- Responsible for scheduling all inbound and outbound activities with internal and external carriers and agents;
- Ensure safe transportation of goods to overseas buyers;
- Deal with inquiries and issues relating to freight and logistics operations & resolve them in an appropriate manner, while adhering to the Company's values and policy standards;;
- Ensures all appointment requests are responded to within the set parameter of a 24 hour period;
- Handle company conference and event logistics including bookings, choosing vendors, inviting guests and making travel arrangements if necessary;
- Support cross functional tasks within the department;
- Supervise and enforce compliance of all SOPs within the team;
- Ensure all safety and established work methods are adhered to;

Additional Skills

Job duties – 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;
- Liaise with all departments and draft written correspondence;
- 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 data base with up-to-date employee, vendors, financial and other information;
- Maintain inventory;

- Maintain the confidentiality of sensitive business information;
- Perform other administrative duties and support as assigned;

How to Apply

To be considered for these positions please email resume to royalcanadiansteelcareers@gmail.com indicating the position applying for.

Strictly no phone calls please.

Job Board Posting

Date Printed: 2024/05/02

Logistics Supervisor & Administrative Assistant

Job ID	257F524784C56	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=257F524784C56	
Company	International Tubular Products	
Location	Brampton, Ontario	
Date Posted	From: 2021-12-02	To: 2022-05-31
Job	Type: Full-time	Category: Manufacturing
Job Start Date	As soon as possible	
Job Salary	Logistics Superviso - \$27/hour; Administrative Assistant - \$24.50/hour	
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Job Board Posting

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

Date Printed: 2024/05/02

Logistics Supervisor & Administrative Assistant

Job ID	BDDDB68E916D8F	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=BDDDB68E916D8F	
Company	International Tubular Products	
Location	Brampton, Ontario	
Date Posted	From: 2021-12-02	To: 2022-05-31
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