



# 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

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## Project Coordinator

<b>Job ID</b>	<b>BA-15-A1-A8-1D-C6</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=BA-15-A1-A8-1D-C6">https://careers.indigenous.link/viewjob?jobname=BA-15-A1-A8-1D-C6</a>	
<b>Company</b>	Panalpina Inc.	
<b>Location</b>	St. John's, Newfoundland-Labrador	
<b>Date Posted</b>	From: 2019-03-20	To: 2019-09-16
<b>Job</b>	Type: Full-time	Category: Supply Chain and Purchasing
<b>Languages</b>	* Fluent English, Second Language An Asset	

### Description

Project Coordinator  
Apply now Apply now  
Date: 01-Mar-2019  
Location: St. John's, Canada  
Req ID: 158533  
Job Function: Energy Solutions  
Full-Time/Part-Time: Full-time  
Contract Type: Permanent  
Job Level: Professional  
Sub-department:  
Office Location: St. John's (YYT)  
Travel Required: 0%  
Start Date:

The Panalpina Group is one of the world's leading providers of supply chain solutions. The company combines its core products of Air Freight, Ocean Freight, and Logistics to deliver globally integrated, tailor-made end-to-end solutions for eleven core industries. Drawing on in-depth industry know-how and customized IT systems, Panalpina manages the needs of its customers' supply chains, no matter how demanding they might be. Energy and Project Solutions is a specialized service for the energy and capital projects sector.

The Panalpina Group operates a global network with some 500 offices in more than 70 countries, and it works with partner companies in over 100 countries. Panalpina employs approximately 14,000 people worldwide who deliver a comprehensive service to the highest quality standards "wherever and whenever."

We are looking to hire a Project Coordinator to process import / export shipments in cooperation with customer service group with high accuracy using proprietary forwarding systems to ensure operational excellence and high productivity. Many shipments are oversized and/or cross trade. Responsibilities include operations, customer service & documentation.

### Responsibilities

- \* Contact vendors to secure details of shipment and update the cash flow.
- \* Receive vendor's documents and check for discrepancies against shipping release issued by client.
- \* Liaise with client's expediting department for any discrepancies between release and vendors preliminary documents.
- \* Provide client with 3 competitive quotes. Any exceptions to be noted to client as soon as it occurs.
- \* Coordinate shipments with service providers and other Panalpina offices worldwide.
- \* Coordinate with other Project Coordinators in order to economize on freight costs through consolidation.
- \* Assist vendors to complete export formalities such as AES, B13, if required and within company established guidelines.
- \* Arrange for project surveyor to survey loading and stowing operation, where required.
- \* Ensure notice of intent is submitted to concerned service providers for any noted damages to cargo.

- \* Ensure coherency between vendors' commercial documents, shipping release and transport documents.
- \* Ensure documentation is prepared in accordance with the project requirements to facilitate prompt customs clearance.
- \* Liaise with client's logistics division in order to determine RAS date of cargo and accordingly identify mode of shipment with approval from client.
- \* Enter information in INTRAC, FOS accurately and in a timely fashion.
- \* Send shipping pre-alert to destination office.
- \* Provide accurate reports to Manager within deadlines.
- \* Prepare billing sheet in accordance to the project requirement and forward to billing department within set time limits.
- \* Ensure supporting documents and quotes approval is maintained in the file and passed to the billing department.
- \* Ensure that payable invoices are approved in a timely manner via the DFM processing system.
- \* Ensure that file contains all necessary document copies in proper sequence.
- \* Communicate with Project Manager for any requirements, discrepancies and/or exceptions found in freight instructions/documents.
- \* Other duties as requested.

#### Qualifications

- \* Excellent Freight Forwarding knowledge and Customs requirements with proven track record of 2 to 5 years in industry
- \* Experience with all modes of transport (air/ocean/trucking) and be well versed handling oversized shipments
- \* Project experience, an asset
- \* CIFFA or equivalent, an asset

#### Skills

- \* Ability to shape conversations to ensure focus and understanding
- \* Effective listening
- \* Willingness to engage in constructive confrontation
- \* Ability to clearly and concisely present both written and/or oral information
- \* Credibility
- \* Assertiveness
- \* Capable to make informed judgments and to generate practical, timely solutions
- \* Readiness to provide alternatives and optimized solutions to the Customer
- \* Supports organizational commitment to ISO 9001, ISO 14001, and OHSAS 18001 certification.
- \* Perform assigned tasks to support Panalpina meets its objectives and targets regarding quality, health, safety and environment as documented in IMS and follow all requirements as set out in the QHSE policy.
- \* It is the responsibility of all staff to ensure that their day to day activities embrace sustainability/Health and safety therefore reducing the impact upon the environment, supporting the communities we work in and reducing incidents in the workplace.
- \* Readiness to continuously focus on identifying and meeting customer current and future needs
- \* Readiness to provide alternatives and optimized solutions to the Customer
- \* Ability to establish a successful long-term business partnership with internal and external customers
- \* Team player
- \* Capable to build strong and long-term team relationships within and across functions and geographical boundaries and based on ethics and trust
- \* Planning & Organizing (Ability to prioritize, plan, assign & control)
- \* Time management (monitoring performance against deadlines and milestones)
- \* High energy and resilience
- \* High commitment and positive attitude in the face of setbacks and obstacles
- \* High stress level (Ability to work under pressure and deal with tight deadlines)
- \* Be authentic, approachable, open and honest.

#### Languages

- \* Fluent English, second language an asset

#### Specifics for Job / Environment

- \* Proficient in MS Office applications
- \* Excellent Freight Forwarding knowledge and customs requirements
- \* Experience with all modes of transport, and be well versed handling oversized and/or challenging shipments
- \* Thorough and comprehensive knowledge of Panalpina strategy, structure and pricing.

- \* Familiar with export & import regulations & requirements (including L/Cs)
- \* Knowledge of all Panalpina products.
- \* Proficient in Panalpina customer service application

#### Contact

If you wish learn more about this opportunity please apply <http://www.panalpina.com/www/global/en/home/careers.html>

Panalpina Inc. is an Equal Opportunity Employer – Panalpina Inc. souscrit au principe d'équité en matière d'emploi

\*Panalpina welcomes and encourages applications from persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process including recruitment, assessment, selection and hiring stages. Please call 905-755-4545 should you require any accommodations.

#### **How to Apply**

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