



# Operations Supervisor

**Martin Bencher** has an exciting opportunity for an energetic, self-motivated individual who is eager to develop their skills in the international project freight forwarding industry.

The ideal candidate will have experience in most of the skills outlined below and want to contribute as well as learn in this exciting field of freight forwarding.

## About the job

The Operations Supervisor will report directly to the Managing Director of Canada and be responsible for and provide operational co-ordination for Day to Day spot business, various projects and specialized one off project movements.

## Key Responsibilities

In this job, the key responsibilities will be:

- o Arranging booking of cargo with carriers and agents in all modes of transport;
- o Coordinate with overseas Martin Bencher offices and our global network of agents;
- o Arrange all necessary documentation;
- o Assist with job costing & invoicing;
- o Ensure safe project execution to the client's satisfaction, consistent with cost, schedule and contractual requirements;
- o Ensure the project execution is in accordance with Martin Bencher and its clients HSE policies, procedures, systems, and requirements;
- o Provide best advice to clients on project shipments and other inquiries in budgetary or firm RFQ's;
- o Update tracking system as required;
- o Dealings with both client and vendors;
- o Monitor and update daily shipments status to clients;
- o Assist in local vendor qualifications.;
- o Day to day running of the operations.

## Your qualifications

- o Minimum 2-5 years of freight forwarding experience. Ideally in a project environment however not essential.
- o IT knowledge – Microsoft based software incl Word, Excel & Powerpoint.., Use of CargoWise preferred;
- o Self-motivated and team player;
- o Local experience in Canada a must.
- o Education: CIFFA or similar courses preferred but not essential.



**Martin Bencher offers**

- A company culture we are proud of
- A young and dynamic team
- A company in constant development and growth
- Great amounts of freedom and responsibility
- A bonus system based on both your and Martin Bencher's success

The position is available now, however at this time, we will only be considering local candidates who can work without employer sponsorship. Only those candidates whose experience best meets our requirements will be contacted.

No agencies or phone calls, please.

Application deadline: as soon as possible

Please send your application to Mr. Ryan Clancy, Managing Director, Martin Bencher Canada LTD ([canada@martin-bencher.com](mailto:canada@martin-bencher.com)).