



Transport Coordinator – Dufflet Pastries in Toronto

We are a dynamic and successful Toronto based dessert company currently seeking an experienced **Transport Coordinator** to compliment our delivery team.

We offer a creative and energetic culture and a supportive environment. If you are hands on and want to have real impact on the company you represent, we offer a unique opportunity.

Reporting directly to the executive team, the successful candidate will be responsible for:

- Perform clerical and administrative job functions in alignment with the driver department and department supervisor; oversee smooth functioning of internal and third party delivery systems
- Perform best practices for coordinating the flow of product and logistics information across all internal teams and departments
- Negotiate best possible rates with third party transportation providers
- Keep track of due dates for renewal of licenses, permits, etc;
- Anticipate, probe to troubleshoot any problems with deliveries and plan suitably for execution of cost-effective and legal solutions
- Establish rapport with temporary placement agencies, vendors and clients for sustained business relationships
- Provide warehouse assistance when required
- Work closely with Plant Manager, customer service team, sales team and retail store locations.

The position requires excellent analytical skills; ability to define problems, collect data and draw meaningful conclusions. Organization, ability to prioritize, accomplish multiple tasks and attention to detail are essential for success.

We are looking for someone with:

- Minimum 5 years experience in logistics and transportation within the food industry
- Excellent verbal and written communication skills
- Computer proficiency including excel and customized company programs
- Ability to work in a fast pace environment.

Interested applicants are asked to forward a copy of their resume, cover letter and salary expectations to dinah@dufflet.com.

We thank all applicants for applying; however only those selected for an interview will be contacted.