



## **Tracking and Tracing**

Location: Toronto, ON

Our Explorer Drive office requires an experienced, energetic, and organized individual with high attention to detail for tracking and tracing. Experience in transportation will be an asset along with the desire to learn and thrive in a fast paced environment.

We offer a great working conditions, good benefits, and competitive pay. This is a full time, permanent position.

### **Key Responsibilities and Duties:**

- Confirm that scheduled Pick up and Deliveries were performed on time
- Call carriers to track and trace shipments
- Ensure that TMS is updated with status of shipments in a timely and accurate manner for reporting purposes
- Identify and communicate any delays or issues to operations team
- Maintain good communication with service providers.

### **Required Skills:**

- Excellent communication skills – both oral and written English
- Experience in customer service
- Strong computer skills – working knowledge of freight management software an asset
- Basic transportation knowledge a MUST
- Highly organized with the ability to work with minimal supervision, to complete multiple tasks and meet deadlines
- Ability to work well under pressure in a fast paced environment

Please send resume and cover letter to [careers@nulogx.com](mailto:careers@nulogx.com)  
Only candidates under consideration will be contacted.

Nulogx Inc.  
<http://www.nulogx.com>

[18/03/2010]