JOB DESCRIPTION: Freight Forwarder
Reporting to: Freight Forwarding Supervisor
Base: Edmonton or other BBE Base
Counterparts: Freight Forwarding Team

Job Description: The Freight Forwarder supports BBE in delivering exceptional Customer Service to our clients. The successful candidate will be responsible for sourcing transportation, negotiating rates and developing shipment solutions for Northern Projects. The successful applicant will be solution driven, organized, have high attention to detail and excellent customer service in delivering the greatest value for their clients.

Responsibilities:

- Create, analyze and determine the best value options for our clients.
- Quote and arrange a variety of shipments:
  - Simple: Points A to B
  - Complex: Points A to B to C
  - Domestic and international
  - Multimodal: air, ice road, ocean, rail, river, truck
  - Project specific
- Perform with competitiveness on transportation solutions based on time and price.
- Qualify and select carriers based on company policy.
- Organize pickups, delivery and billing in a timely manner.
- Consolidation of shipments.
- Timely updates of shipment statuses.
- Prioritization of shipments based on client supplied requirements.
- Accurate and complete transaction documents.
- Timely and effective resolution of issues, if they occur (delays, damage, et al.).

Qualifications:

- Freight Forwarding or Logistics experience with responsibility for sourcing transportation, negotiation and administration is considered an asset.
- Post-Secondary Business Diploma/Degree is considered an asset.
- Strong computer skills with medium to advanced experience using Microsoft Word and Excel.
- CIFFA certification is considered an asset.
- SCMP or similar designation is considered an asset.
- Must be able to meet Transport Canada Security Clearance Regulations.
- Two or more year’s customer service experience is considered an asset.

Additional Information:

To apply for this position please submit your resume to careers@bbex.com before the 23rd of February, 2016. Please include “Freight Forwarder” in the subject line.

We thank all applicants for their interest; however, only selected candidates will be contacted.
Company Information:

Braden-Burry Expediting Ltd. (BBE) provides logistical support throughout Canada. Braden-Burry Expediting Ltd. (BBE) is a subsidiary of NorTerra Inc., a holding and a management company owned by the Inuvialuit Development Corporation representing the Inuvialuit of the Western Arctic. NorTerra Inc. and its subsidiary companies provide preferential employment and career development programs for its Inuvialuit beneficiaries.