

Following the steady growth of our company Westmount Moving are looking to add the following position to our international dept at our Montreal head office:

Title: International Move Coordinator

Type: Permanent

Location: *Westmount Moving*, 592 Hull St. Lasalle (Montréal) QC H8R 1V9

Start date: NOV 2013

Annual salary: Based on experience

Requirements: Minimum 2 years experience in either the moving & storage or the international transportation industries

Experience in personal effects moving and transportation an asset

Experience in air and ocean transportation an asset

Duties:

Customer service

Managing and organizing shipment information

International import / export documentation

Booking required suppliers and moving crews for origin and destination services

Air / ocean freight rates & bookings

Pricing / Invoicing

Knowledge and abilities:

Excellent organizational skills

Excellent communication skills in English and French

Autonomy as well as the ability to work with a team

Word - Excel

Interested candidates can submit their resume to:

Jerome Lacerte – Manager International Division

Email: jerome@westmountmoving.com

Fax: (514) 800-1865

Mail: *Westmount Moving*, 592 rue Hull Lasalle (Montréal) QC H8R 1V9

**** Lauréat du Prix du magazine PROFIT des 500 entreprises à plus forte croissance au Canada ****

****Award winner of PROFIT 500 ranking of Canada's Fastest-Growing Companies ****

Déménageur officie/Official Mover:

Membre/Member:

