



The Company

A. Harvey & Co. Ltd. is a privately owned Newfoundland Company which provides a wide range of services including A. Harvey Logistics, Harvey Autocarriers, A. Harvey Marine Base, Argentia Freezers and Terminals, Browning Harvey and Harvey's Oil Ltd.

A. Harvey Logistics provides full customs brokerage services, including Customs Brokerage, Freight Forwarding and Ships Agency Services.

The Role

A. Harvey Logistics currently has an opening for a full time, permanent position in the role of **Freight Forwarder**. This role is to provide International and Domestic Freight Forwarding duties for A. Harvey Logistics and to aid with supply chain maintenance for key accounts.

Duties required by this position are, but not limited to, the following:

- Arrange and support all aspects of logistics for air, road and sea transport;
- Assist with ships agency as required;
- Assist with Customs clearance as required;
- Support Rate quoting for Logistics;
- Support Air Cargo Security Facilitator;
- Account and business Support for logistics operations.

Some specific responsibilities of this role include but are not limited to the following:

- Organize freight forwarding for inbound and outbound shipments;
- Support Ships agency duties;
- Support Customs activities;
- Ensure full compliance at all times;
- Handling telephone and email inquiries;
- Perform on call and after hours duties as required (Rotational schedule);
- Adhere to general office procedures;
- Other duties as assigned.

The Candidate

The ideal candidate will have the following:

- Post-secondary education in Business or Supply Chain Management; supplemented by practical business experience or some combination of both;
- CIFFA certificate or equivalent would be considered an asset;
- CCS Designation would be considered an asset;
- Past experience with freight forwarding/logistics, customs brokerage or ships agency would be considered an asset;



- Working knowledge of government regulations pertaining to the movement of freight and customs;
- Valid driver's license;
- Superior telephone manners and strong interpersonal skills;
- Strong customer service skills;
- Effective written and oral communication skills;
- Strong attention to detail;
- Aptitude for computers and other technology.
 - Strong knowledge of Microsoft Office products, including Excel Word and Outlook;
- Self-confident individual with strong organizational skills that can prioritize and manage multiple tasks and deadlines in an efficient manner;
- Ability to provide professional and courteous service in any scenario;
- Ability to understand and work with diverse groups of people and clients;
- Teamwork skills that support a team based operation;
- Flexible to meet changing work needs and demands;
- Strong analytical skills;
- Effective organizational and communication skills;
- Ability to work effectively under stressful situations;
- Some travel may also be required.

If you are interested in applying for this position, please forward an application by April 29th, 2024:

**Human Resources
A. Harvey & Co. Ltd.
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Email: humanresources@aharvey.nf.ca**

A. Harvey & Co. Ltd. is an equal opportunity employer, however only those selected for an interview will be contacted.