



### **Senior Operations Coordinator**

FMI Logistics is a third party logistics company offering Freight Management, Warehousing, and Distribution services. Based in Calgary, Alberta, we offer a diverse array of employment opportunities from Warehouse Operations to Senior Level Executive Leadership positions.

We are currently seeking **Senior Operations Coordinator (Freight Broker)** with skills in the management of freight related movements throughout North America (Brokerage and Operations). The individual may or may not possess an existing client base however maintains strong Operational skills and expertise. Existing revenue / client base is NOT required, as our current operations team is. You will be assigned a portfolio of existing clients to manage and develop. You will also be responsible for securing new business and for the successful execution of customer transactions. This position requires individuals with strong sales, customer service and operational skills that can excel within a team based environment.

#### **Responsibilities:**

- Manage customer, shipper and carrier relationships
- Negotiate rates with both customers and carriers
- Secure shipments and source carriers
- Prepare and coordinate required documentation
- Track and trace shipments
- Proactively manage exceptions and provide solutions
- Document and communicate information timely and accurately
- Generate business leads through your own and our expanded networks
- Travel to client sites, meet with and prepare service packages with them

#### **Required Skills/Experience:**

- Extraordinary communication skills, verbal & written
- Very strong customer service skills
- Proficient in selling and negotiation skills
- Attention to detail and accuracy
- High Ability to multi-task
- Planning and priority management
- Team oriented, able to share and accept flexible workloads
- Decision making skills
- Problem solving and analytical skills

#### **Education and / or Industry Related Experience:**

**Senior Position** – Post Secondary, or Industry Certification or minimum 7 years direct industry experience.



**Compensation:**

To be based on experience and existing personal skills and capacity.

**Senior Position**

Minimum \$55,000 – 80,000 annual base + individual & team performance incentives of \$10,000 - \$40,000 annually – reconciled and provided quarterly or bi-annually  
Total expected Senior Level Compensation Range - \$65,000 - \$120,000

We are proud of our commitment in providing equal respect to all stakeholders in our business, including equally our team, clients, suppliers and community.

If you are interested in applying for this exciting career opportunity, please submit your resume to [hr@fmicanada.com](mailto:hr@fmicanada.com).

We look very forward to hearing from you!