



Looking for a job that allows you to perform professionally while having fun? Stop searching! We have the job for you; but first, let us introduce you to the company.

### **WHO IS CANADIAN ASPHALT INDUSTRIES?**

**Canadian Asphalt Industries is part of the Bitumar Group. Bitumar** is a privately owned company specializing in the production of liquid bitumen used in asphalt mixtures for road paving and roofing. Our mission is to manufacture, in a safe and environmentally friendly manner, ecological high-quality bitumen products.

In business since 1977, the family business now employs more than 220 people and ensures the production and distribution of its products through its 12 sites located in Quebec, Ontario and on the east coast of the United States.

Bitumar and its employees are guided by values of excellence that express themselves in their daily lives. Health and safety at work, the importance of respect for the environment, results orientation, entrepreneurship, trust and respect, family spirit and teamwork; values that promote a healthy corporate culture.

### **SUMMARY / PURPOSE OF THE JOB**

Reporting to the Plant Manager, the Administrative Coordinator – transportation, coordinates activities related to transportation in order to offer good service to our customers.

### **MAIN RESPONSIBILITIES**

#### TRANSPORTATION

- Schedule customer pick-up of kegs;
- Arrange transportation for kegs and liquid asphalt;
- Arrange inbound and outbound railcars and trucks;
- Release of railcars;
- Obtain rates for transportation for Canada and the US;

- Obtain fuel surcharge on a monthly basis and send the information to the transportation department in Montreal;
- Handle transportation-related issues;
- Handle customer concerns;
- From time to time after hours (more or less 5% of the time):
  - Send certificates of analysis to customers when required;
  - Resolve issues with transportation and custom forms,
  - Resolve issues with the card reader system;
  - Schedule customer orders;
- Attend supply meetings.

### ADMINISTRATION

- Order supplies for the kegs (skids, plastic covers, etc.);
- Do the reconciliation for Hamilton;
- Enter data and do the reconciliation for High Sierra;
- Do the reconciliation for Providence during time off and vacation coverage;
- Do the weekly production inventory for all solid and bulk products;
- Create blankets for new customers, maintain and update customer information in the card reader system;
- Maintain and update driver training (making sure drivers have the proper training before a card is issued);
- Participate in monthly group discussions for issues concerning the order entry system;
- Approve invoices for our pump-over service.
- Schedule meetings and events for the transportation department;
- Cover for office administrator when required;
- Create P.O.'s in the JDE accounting system when required

Accomplish other related tasks required by his function or his superior.

## **TECHNICAL REQUIREMENTS**

- College diploma in transportation/logistics, or equivalent (**asset**);
- Have knowledge of custom broker (**asset**);
- Have experience with JDE, Oracle, SAP, or equivalent (**asset**);
- Have experience in transportation management (**asset**);
- **Excellent command of the spoken English language.**
- **Excellent computer skills (Excel, Word, etc.)**

## **REQUIRED SKILLS**

- Dynamic;
- Ability to work under minimum supervision;
- Team player;
- Self-committed;
- Ability to make decisions;
- Customer oriented;
- Well organized.

## **SCHEDULE & CONDITIONS**

- **Temporary, part time ( 2 or 3 days per week);**
- 7:00 am – 12:00 pm;
- Need to work from time to time outside regular hours;

## **SALARY**

- To be determined;