

Administrative Assistant – Contract Management Team Richmond - Part Time Days

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About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost-effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, customs brokerage, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

About the Team:

As part of the Finance department, the contract management team is committed to ensuring the compliance with various agreements and insurance requirements of the company run smoothly and that we maintain healthy relationships with our customers and vendors. Dedicated to finding the best technology solution for our needs today and into the future, this team welcomes ideas! We believe in focusing to get the job done, while fostering a fun team atmosphere.

What You'll Do:

- Document Maintenance (Warehouse agreement contracts and addendums, Bailee/Indemnity agreements, claims, and other external communication letters to Customers). Using premade templates, gather and verify accuracy of information to create documents.
- Follow up with customers to completion.
- Maintain electronic records of important documents and customer information.
- Run reports to assist internal team and customers with questions related to accounts.
- Work with multiple department leaders to troubleshoot issues and gather information.
- Use of Word, Excel, DocuSign, SQL Server Reporting Services, Adobe, and other programs.
- Other administrative tasks as required.

Who You Are:

- A fast-learner, well-organized, and customer-oriented self-starter, with customer service experience.
- Exceptional attention to detail.
- Team-oriented; skilled at establishing and maintaining effective working relationships with internal and external customers of all levels.
- Able to conduct research and create reports.
- Time management - work within mandatory deadlines/timelines.
- Able to handle sensitive information with discretion.
- Excellent verbal and written communication skills.
- Proficient using Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Able to pass a criminal background check.

How to Apply: Interested applicants should submit their resume to hr@cdsltd.ca. Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply. No agencies please.