

Transportation Rating Specialist

Job Posting Date: January 13, 2022

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:

The Finance team is committed to ensuring the finances of the company run smoothly and that we maintain healthy relationships with our 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:

- Rate customer orders based on commodity dimensions.
- Input and ensure the accuracy of customer information and customer rates, in Transportation Management System (TMS).
- Maintain customer profile knowledge.
- Rate Driver manifest based on daily orders.
- Prepare and audit Driver Payroll rates/deductions.
- Send out statements, reports for driver Payroll.
- Respond to customer inquiries in a prompt, courteous and effective manner and escalate to appropriate team members where necessary.
- Eliminate reoccurring issues, minimize service issues, and identify areas for improvement.
- Participate in special projects, prepare reports, and perform spot duties as required.
- Process paperwork as required for billing. Scan & digital filing.
- Compile reports through Excel.

Who You Are:

- Excellent communication skills, both oral and written. Good command of the English language.
- Must be a well-organized, detail and customer-oriented self-starter.
- Team-oriented; skilled at establishing and maintaining effective working relationships with internal and external customers of all levels.
- Strong analytical skills to research and troubleshoot problem areas and special requests.
- Demonstrated ability to exercise sound judgment, work well independently, prioritize duties, and follow through tasks to completion.
- Expert ability to analyze data using Microsoft Excel.
- Prior experience with TMS systems preferred.



- Time management- work within mandatory deadlines/timelines.
- Able to pass criminal background check.

How to Apply:

Interested applicants should submit their resume to hr@cdsltd.ca. No agencies please.

Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.