



ContainerWorld Forwarding Services Inc.  
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**Job Posting: CW19-003**  
**Position: Logistics Documentation**

ContainerWorld located in Richmond, British Columbia is a premier logistics provider for the beverage industry; privately owned company with approximately 430 employees throughout its three BC facilities. ContainerWorld also operates in Ontario and Nova Scotia.

We are a state-of-the-art forwarding, warehousing and distribution Company. We have a Warehouse Management System to include voice picking, interleaved put-away/replenishment and license plated inventory with RF scanning. Our automation also includes an ERP, CRM, Cargowise, Truckmate, Sage, Kronos applications to prime us for present and future expansions into other provinces. ContainerWorld actively supports Lean Six Sigma concepts.

We are presently recruiting for a permanent full-time position in our Logistics & Supply Chain Department.

**Job Title:**

Logistics Documentation

Mondays to Fridays 8:30am to 4:30pm

**Position Overview:**

Working under general supervision as required, ensures the timely input and expediting of incoming purchase orders, and processes documents for submission of customs manifests in order to obtain clearances from governing bodies.

**Main Duties:**

- Enters and/or update Purchase Orders into the forwarding software
- Expedite Orders and liaise with internal and external customers on order
- Process unloading reports in order to prepare for product receiving
- Submit CCI's and manifests for customs clearances
- Perform acquittals on customs documents for daily delivery to the customs office

The successful candidate will be detail oriented, be able to handle high volumes of paperwork and data entry, possess strong interpersonal skills and be able to work within tight deadlines.

Requirements for the role include some educational exposure to International Trade or Logistics or 1-2 years of related experience.

ContainerWorld offers an attractive package which includes competitive compensation/ benefits and a great Company culture. Please also refer to our website ([www.containerworld.com](http://www.containerworld.com)) to learn more about us. To apply for this position please email your resume and cover letter with your salary expectations to [careers@containerworld.com](mailto:careers@containerworld.com).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.