



## JOB POSTING

**POSITION:** Transportation Assistant  
**STATUS:** Full-Time  
**LOCATION:** Kohl & Frisch Limited (Concord, ON)  
**REPORTS TO:** Supervisor, Transportation Analytics & Administration  
**DEPARTMENT:** Transportation

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### **Primary Role of This Position**

In this role, the Transportation Assistant provides ongoing support to the Kohl & Frisch (K&F) Transportation Department.

The Transportation Assistant shall ensure operations are compliant with applicable GMP standards as defined by GUI-0001 “Good Manufacturing Practices” and GUI-0069 “Guidelines for Temperature Control of Drug Products during Storage and Transportation”.

### **Major Responsibilities**

- + Resolve and respond to requests from Customer Service regarding Transportation issues in a timely fashion
- + Provide proactive traces on any chronic related transportation service shipping lane as required
- + Audit transportation freight invoices and prepare for payment
- + Update delivery time records for customer service analysis Key Performance Indicators (KPIs)
- + Update Distribution Centre (DC) on-time performance metrics
- + Obtain proof of delivery for customer deliveries, as requested
- + Prepare claims for damaged and lost product
- + Provide assistance to various departments on transportation issues, as required
- + Communicate with the DC regarding shipment shortages and orders left on dock
- + Coordinate supplier pick-ups for the cross dock program
- + Arrange customer returns of totes or product
- + Ensure the guidelines and procedures are in place and implemented for Transportation conditions such as temperature, humidity, lighting controls, sanitation, and any other precautions necessary to maintain the quality and safe distribution of our product, as per GUI-0069 Guidelines for Temperature Control of Drug Products during Storage and Transportation
- + Update the carrier corrective action log on Route Profiling Study

### **Education and Experience**

- + Completion of high school
- + 1 to 2 years’ administrative experience, preferably in a transportation environment

## **Qualifications**

- + Ability to solve semi-complex problems on a daily basis
- + Ability to communicate effectively (verbally and written) with the common carriers, couriers, and K&F Customer Service Department
- + Strong organizational skills, high attention to detail
- + Basic math skills
- + Excellent time management skills and adaptability to changing priorities

## **How to Apply**

If you are interested in applying, please submit a cover letter and a résumé no later than **December 9, 2019**, to: [fvaiansi@kohlandfrisch.com](mailto:fvaiansi@kohlandfrisch.com).

Please ensure you specify the job title, **Transportation Assistant**, in the subject line of your email.

*Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.*