

Administrative Assistant, Frozen Seafood Import Export

Requirements

1-2 years logistics, good data management skill, very organized multi tasker Spanish speaking, to track shipments worldwide for process management to customers for on time delivery; resolve any issues; exposure to letter of credit desirable, but teachable; other management support office duties.

Employer

Canadian head office international seafood trader with 2 U.S. offices selling industrially, retail grocery chains & to food service distributors. Mid large. 30 years' experience; quality seafood.

Salary: \$35,000 - \$55,000

Hours: 9-5, M-F

Location: Central W Toronto (Go train access)

Please inquire in confidence with Andrew Gravely, Food Industry Recruiters

Phone: 416-733-2696 anytime to 9:30PM

Email resume to: andrew@foodindustryrecruiters.ca