

CANNA is a global producer of high quality growing mediums and nutrients for plants, applicable for home and hobby as well as commercial growing. CANNA is a market leading company in several countries all over the world with more than 25 years experience in developing, producing and distributing various product-lines.

For our business unit in **Canada** we are looking for an enthusiastic

Part time Logistic customer service employee (20 hours)

Do you have a background in international logistics, and you are always willing to help customers and colleagues with organizing orders and all questions related to that? Please continue reading, this is the job you are looking for!

What will you be doing?

The role is great mix of different activities, in which you process all orders including invoices, arrange the correct documents for transport and make sure customers are happy!

A short list of tasks and responsibilities:

- Maintain relationships with production facilities, carriers and Canadian customers.
- Order intake in line with procedures and creating the right documents for transport and invoices;
- Solve customer and carrier problems and help resolve issues.
- Provide sales quotes for customers and set up shipments from the Netherlands to several locations in Canada.
- Checking invoices and make sure all orders are booked in time and transported correctly;
- Other related administrative supporting activities.

Who are you?

You are a problem solver and accurate professional. You feel comfortable in a small team within a dynamic global organization, with your team spread across various provinces in Canada. Since the team is spread over Canada, everybody works from home, so there is no office location. You are able to prioritize, always keeping quality and customer orientation in mind. The unpredictable aspect of how the day goes, gives you energy and fits your personality. You are fluent in English (the main language within the company) and have at least 2 years of relevant experience with international logistics.

What do we offer?

Next to a challenging and dynamic role we offer a competitive salary (30.000 – 40.000 CAD on full time basis) and good employment conditions. This is a part time role for about 20 hours per week. For more information about our company, please visit our website: www.canna.ca.

Are you enthusiastic about this role and are your skills and knowledge and our job requirements compatible? Then we'd like to receive your application through LinkedIn or you can email your resume and letter to **recruitment@hortisol.com** with reference to this role.