



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Distribution Supervisor & Office Coordinator

<b>Job ID</b>	<b>2C-32-11-65-B0-70</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2C-32-11-65-B0-70">https://careers.indigenous.link/viewjob?jobname=2C-32-11-65-B0-70</a>	
<b>Company</b>	Tropical Treets	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2021-04-15	To: 2021-10-12
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00 per hour for a minimum of 30 hours	
<b>Languages</b>	English	

### Description

Tropical Treets processors & distributors of fruit juices and beverages located at 130 Bermondsey Road, North York, Ontario M4A 1X5 urgently requires a Distribution Supervisor to oversee, monitor and supervise the day to day distribution of the business and an Office Coordinator. Job Type : These are a Permanent, full time positions Overtime: applies after 44 hours per week

### Experience

2-3 years experience for both positions

### Education Requirements

Completion of secondary school for both positions Diploma in business/administration will be an asset for Office coordinator's position.

### Essential Skills

Job Duties & Skills of Distribution Supervisor include: • Perform resource allocation and workload assignments; • Maintain proper documentation of all products received and shipped; • Supervise and coordinate deliveries as per company policies and customer demands; • Conduct training for new hires; • Ensure that inventory is clearly identified and readily accessible; • Monitor and track the progress of deliveries; • Ensure that shipments conform to customer routing guides; • Supervise the preparation of domestic and international documentation & ensure accuracy for customer compliance; • Lead, direct and manage the performance of the distribution team; • Maintain effective control over product flow and inventory and ensure proper shipping of products; • Review all shipping orders and give instructions specifying type and volume of products to be uploaded, delivery dates, loading time and customer requests; • Ensure accurate deliveries and excellent customer service; • Oversee stock levels and ensure that stocks never run out; • Provide logistic and distribution support for shipments until final destination of cargo; • Strong planning, organization and customer service skills; • Ability to motivate team and multi-task; • Excellent leadership and interpersonal skills

### Additional Skills

Job Duties of Office Coordinator include: • Establish work priorities and ensure deadlines are met; •

Facilitate phone and email communications; • Prepare outgoing mail, faxes and packages; • Manage inventory of office supplies and replenish stocks; • Assemble data & prepare and present the Office Manager with weekly and monthly reports; • Maintain an organized and comprehensive filing system with documentation of purchases, vouchers, schedules, forecasts, reports and tracking logs; • Manage employee performance and maintain a positive office environment to strengthen team unity and productivity; • Assist in payroll & budget processes

**How to Apply**

To be considered for any of the positions please email resume to [resumetropicaltrees@gmail.com](mailto:resumetropicaltrees@gmail.com) specifying the position applying for. Strictly no phone calls please.

# Job Board Posting

Date Printed: 2024/05/05

## Distribution Supervisor & Office Coordinator

<b>Job ID</b>	<b>D0395EC45C54A</b>	
<b>Web Address</b>	<a href="http://NewCanadianWorker.ca/viewjob?jobname=D0395EC45C54A">http://NewCanadianWorker.ca/viewjob?jobname=D0395EC45C54A</a>	
<b>Company</b>	Tropical Treets	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2021-04-15	To: 2021-10-12
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00 per hour for a minimum of 30 hours	
<b>Languages</b>	English	

### Description

Tropical Treets processors & distributors of fruit juices and beverages located at 130 Bermondsey Road, North York, Ontario M4A 1X5 urgently requires a Distribution Supervisor to oversee, monitor and supervise the day to day distribution of the business and an Office Coordinator. Job Type : These are a Permanent, full time positions Overtime: applies after 44 hours per week

### Experience

2-3 years experience for both positions

### Education Requirements

Completion of secondary school for both positions Diploma in business/administration will be an asset for Office coordinator's position.

### Essential Skills

Job Duties & Skills of Distribution Supervisor include: • Perform resource allocation and workload assignments; • Maintain proper documentation of all products received and shipped; • Supervise and coordinate deliveries as per company policies and customer demands; • Conduct training for new hires; • Ensure that inventory is clearly identified and readily accessible; • Monitor and track the progress of deliveries; • Ensure that shipments conform to customer routing guides; • Supervise the preparation of domestic and international documentation & ensure accuracy for customer compliance; • Lead, direct and manage the performance of the distribution team; • Maintain effective control over product flow and inventory and ensure proper shipping of products; • Review all shipping orders and give instructions specifying type and volume of products to be uploaded, delivery dates, loading time and customer requests; • Ensure accurate deliveries and excellent customer service; • Oversee stock levels and ensure that stocks never run out; • Provide logistic and distribution support for shipments until final destination of cargo; • Strong planning, organization and customer service skills; • Ability to motivate team and multi-task; • Excellent leadership and interpersonal skills

### Additional Skills

Job Duties of Office Coordinator include: • Establish work priorities and ensure deadlines are met; • Facilitate phone and email communications; • Prepare outgoing mail, faxes and packages; • Manage

inventory of office supplies and replenish stocks; • Assemble data & prepare and present the Office Manager with weekly and monthly reports; • Maintain an organized and comprehensive filing system with documentation of purchases, vouchers, schedules, forecasts, reports and tracking logs; • Manage employee performance and maintain a positive office environment to strengthen team unity and productivity; • Assist in payroll & budget processes

**How to Apply**

To be considered for any of the positions please email resume to [resumetropicaltrees@gmail.com](mailto:resumetropicaltrees@gmail.com) specifying the position applying for. Strictly no phone calls please.

# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/05

## Distribution Supervisor & Office Coordinator

<b>Job ID</b>	<b>B98B00B603B25</b>	
<b>Web Address</b>	<a href="http://NoExperienceNeeded.ca/viewjob?jobname=B98B00B603B25">http://NoExperienceNeeded.ca/viewjob?jobname=B98B00B603B25</a>	
<b>Company</b>	Tropical Treets	
<b>Location</b>	North York, Ontario	
<b>Date Posted</b>	From: 2021-04-15	To: 2021-10-12
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$25.00 per hour for a minimum of 30 hours	
<b>Languages</b>	English	

### Description

Tropical Treets processors & distributors of fruit juices and beverages located at 130 Bermondsey Road, North York, Ontario M4A 1X5 urgently requires a Distribution Supervisor to oversee, monitor and supervise the day to day distribution of the business and an Office Coordinator. Job Type : These are a Permanent, full time positions Overtime: applies after 44 hours per week

### Experience

2-3 years experience for both positions

### Education Requirements

Completion of secondary school for both positions Diploma in business/administration will be an asset for Office coordinator's position.

### Essential Skills

Job Duties & Skills of Distribution Supervisor include: • Perform resource allocation and workload assignments; • Maintain proper documentation of all products received and shipped; • Supervise and coordinate deliveries as per company policies and customer demands; • Conduct training for new hires; • Ensure that inventory is clearly identified and readily accessible; • Monitor and track the progress of deliveries; • Ensure that shipments conform to customer routing guides; • Supervise the preparation of domestic and international documentation & ensure accuracy for customer compliance; • Lead, direct and manage the performance of the distribution team; • Maintain effective control over product flow and inventory and ensure proper shipping of products; • Review all shipping orders and give instructions specifying type and volume of products to be uploaded, delivery dates, loading time and customer requests; • Ensure accurate deliveries and excellent customer service; • Oversee stock levels and ensure that stocks never run out; • Provide logistic and distribution support for shipments until final destination of cargo; • Strong planning, organization and customer service skills; • Ability to motivate team and multi-task; • Excellent leadership and interpersonal skills

### Additional Skills

Job Duties of Office Coordinator include: • Establish work priorities and ensure deadlines are met; • Facilitate phone and email communications; • Prepare outgoing mail, faxes and packages; • Manage

inventory of office supplies and replenish stocks; • Assemble data & prepare and present the Office Manager with weekly and monthly reports; • Maintain an organized and comprehensive filing system with documentation of purchases, vouchers, schedules, forecasts, reports and tracking logs; • Manage employee performance and maintain a positive office environment to strengthen team unity and productivity; • Assist in payroll & budget processes

**How to Apply**

To be considered for any of the positions please email resume to [resumetropicaltrees@gmail.com](mailto:resumetropicaltrees@gmail.com) specifying the position applying for. Strictly no phone calls please.