



Masco Canada Limited - St. Thomas, Ontario

Position Available: Customs and Freight Assistant

Position Type: Full-time / Permanent

Date Posted: May 9, 2018

Education: O.S.S.D, University Degree or College Diploma in Business Management preferred, progress towards or completion of Certified Logistics Professional or Customs Professional is preferred.

Description

Reports to: Manager of Planning and Forecasting

Position Summary:

The Customs and Freight Assistant will perform routine activities related to customs, NAFTA and Freight management. This position will report to the Manager of Planning and Forecasting but will take direction for daily activities from the Customs Coordinator.

The position will require skills in document and workload organization as well as the ability to work and communicate well with various departments within the organization.

Primary Responsibilities:

- Complete requests for NAFTA certificates
- Solicit, review and verify NAFTA certificates from suppliers
- Review and update current and new Tariff codes
- Establish freight costs, HTS Classification and duty rates for new products
- Document management for such items as Origin certificates, Customs and Brokerage documents
- Freight Bill account coding
- Maintain records for Marine Insurance Annual submission
- Track and Trace Shipments- Courier, Road, Ocean, Air modes

Health & Safety:

- Maintain a safe workplace
- Wear Personal Protective equipment as required on the shop floor
- Comply with the company policies and OHS (Occupational Health & Safety Act)
- Report unsafe conditions as soon as possible



5S:

- Ensure your work area is maintained at required daily 5S standards
- Follow daily 5S standards as posted in your department
- Correct any deviations from 5S standards immediately

Qualifications:

- This position requires a minimum 3 years' experience in a manufacturing environment preferably in Customs or Traffic Management
- Customs Professional Certificate or Certified Logistics Professional is preferred

Only candidates with applicable experience will be selected for an interview.

Submit cover letter and resume to recruiting@mascocanada.com

At Masco Canada we are committed to a working environment that is inclusive and free of barriers, that offers equal access to opportunities based on an individual's ability. We do this by creating a barrier free environment which encourages all employees to contribute their unique skills and insights. We encourage all diverse candidates to apply.

Masco Canada commits to providing accommodation for needs related to the grounds of the Ontario *Human Rights Code*, unless to do so would cause undue hardship, as defined by the Ontario Human Rights Commission's *Policy on disability and the duty to accommodate*. Please advise us to make sure your accessibility needs are accommodated throughout the recruitment process.

About Masco Canada

At Masco Canada, we excel at meeting the needs of the Canadian market for plumbing and related products through our exceptional people, enduring brands, and extraordinary service. Our unsurpassed market intimacy allows us to deeply understand Canadian customers, consumers and influencers. We are the Canadian voice to the Masco plumbing platform.

Representing companies and brands that have over 100 years of experience in the Canadian marketplace, Masco Canada brings relevant, smart solutions for plumbing-related goods to our consumers and business partners. Responsible for manufacturing, product management, product development, sales and marketing, we meet the needs of our uniquely Canadian marketplace.

With manufacturing and distribution facilities based in St. Thomas, Ontario, Masco Canada is a proud Canadian employer to a workforce of approximately 450 people.

The Masco Canada facility in St. Thomas, Ontario is home to the design, development and manufacturing of the Delta Commercial product line. These products include electronic and manual faucets, flushvalves, and showers for the heavy and light commercial market including health care, education, hospitality, airports, and a variety of customers who need a robust and dependable plumbing solution for their application.

To learn more about Masco Canada, visit www.mascocanada.com or www.specselect.com to view our commercial products.