

## GROUND TRANSPORTATION DIVISION



Totalline Transport

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### **Billing Clerk (Contract) Concord ON – 4 positions**

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#### **WHO WE ARE**

The Ground Transportation Division within the Calyx Group of companies offers LTL and TL services with a network of terminals across Canada to meet customer needs. With a mix of intermodal and road-based services we can help customers optimize their cost, service and geographical challenges.

#### **ABOUT THE ROLE**

The *Biller* supports our efforts to translate customer requirements into practical, operational undertakings. The role focuses primarily on the development of the documents required to complete inbound and outbound shipments.

#### **RESPONSIBILITIES**

- Creating, manifesting and closing outbound trips and ensuring appropriate documentation is in place (dangerous goods, placards, etc.);
- Completing inbound loads to prepare 'dock copies' of bills of lading;
- Entering bill of lading information (freight description, rate, weight, shipper) into the system on a daily basis;
- Liaising with other departments and terminal locations regarding issues;
- Communicating with the Operations group to verify entered billing information to any discrepancies encountered while receiving and loading freight; and,
- Communicating with our rail service providers to ensure timely in-gating of units.

#### **WHAT YOU'LL NEED TO SUCCEED**

- An ability to achieve a high level of accuracy in the preparation and entry of shipping data;
- A capacity to sort, organize and process a high volume of customer data;
- Highly developed time management and organizational skills;
- Demonstrated technical proficiency with basic desktop applications; and,
- One to three years of previous industry experience.

#### **ABOUT THE CALYX TRANSPORTATION GROUP**

Calyx Transportation Group is a leading provider of transportation and logistics services. We provide seamless delivery into, out of, and throughout North America, backed by leading edge technology and an unflinching standard of quality. We combine that with a consultative approach, providing solutions based on our customers' needs and a perpetual commitment to cost savings. Our complete suite of solutions includes:

## GROUND TRANSPORTATION DIVISION

- ✓ Expedited, over-the-road and intermodal TL and LTL across Canada
- ✓ Advanced freight brokerage services throughout North America
- ✓ Transportation management solutions and 4PL services with full analysis capabilities
- ✓ International ocean and air freight forwarding
- ✓ Closed loop transportation and dedicated contract carriage
- ✓ 3<sup>rd</sup> party logistics including contract and warehousing throughout North America

Apply with resume and cover letter to:

[careers@calyxinc.com](mailto:careers@calyxinc.com)

Please quote GTSBIL0112 in the subject line of your email

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