MACTRANS LOGISTICS INC.
TRANSPORTATION REINVENTED!

Job Title: **Associate Logistics Coordinator**
Type: **Full-time, Hybrid**
Location: **Vaughan, ON**
Date: **September 21, 2026**

As a **Associate Logistics Coordinator** at Mactrans, you'll report to the Branch Manager and to a Sales Team in performing freight order entry and delivering Customer logistics assistance and building delivery Partners relationships. Gain experience and insights into carrier negotiation and dispatching and assisting in logistics opportunities and solutions. Compensation includes KPI bonus based on volume of loads entered and overall performance measurement, allowing for additional earnings potential. Take advantage of training, support and advanced learning, to enable future growth opportunities in logistics within the Team.

Our Promise:
Base salary of **$50,000 to $53,000** per year (dependent on experience).

- Additional **KPI Bonus of 10% of Base Salary.**
- **Hybrid work model** with 3 days in office and 2 days work from home per week.
- Full **benefits** including; medical, dental, long-term disability, & life insurance.
- Comprehensive **training**, support, continuous learning, and participation in innovation projects.
- Company events including lunches, dinners, BBQ's, industry/ special events and holiday parties.
- Modern office with ample free parking, accessible by transit as well.

What you'll do:

- Load order creation and freight data entry ensuring timely, accurate and complete information.
- Email shipments confirmations to Carriers via the TMS and provide support to our dedicated load tracking Team when issues arise (track and trace Team).
- Work directly with Sales Teams on Customers and Loads to deliver logistics solutions.
- Develop strong customer & carrier relationships and maintain professional communication.
- Maintain daily, weekly, and monthly KPI's and strive to exceed targets.
- Assist in procuring carriers and communicate rates with the assistance of your Manager and measure delivery performance on your loads (OTP – on time performance).
- Identify opportunities in Customers to increase efficiency and provide best logistics solutions.

2023 WINNER REPORT ON BUSINESS CANADA'S TOP GROWING COMPANIES 5 YEARS IN A ROW
SmartWay Transport Partner Getting There With Cleaner Air
TRANSPORTATION INTERMEDIARIES ASSOCIATION TIA MEMBER PERFORMANCE CERTIFIED
CITT WINNER 2025 EMPLOYER OF THE YEAR SME CATEGORY MACTRANS

- Find ways to reduce workflow time through use of system tools and process enhancements.
- Comply with the company's SOPs, Policies & guidelines as well as developing new efficiencies and continuous improvement ideas.
- Work well in an open, collaborative, fast-paced team environment.

What you bring:

- Post Secondary degree or diploma is required.
- **1-3 years' experience** in a logistics support or data entry role in logistics with customer service experience/ exposure is preferred.
- **3PL Freight Broker experience** in FTL / LTL loads and similar role history is a bonus.
- Knowledge of different types of equipment - i.e. van, reefer, flatbed, intermodal, etc. is preferred
- Experience with TMS systems and Office 365 (Word, Excel, Power Point, Outlook).
- Excellent communication skills, both verbal and written to internal and external parties.
- Ability to work independently and as part of a team in a face paced environment.
- Proactive and a self starter, dependable, accurate and thorough.
- High attention to detail, persuasive communicator, willingness to learn.
- Ability to multi-task, work under pressure and problem-solving skills.

About:

At Mactrans Logistics, we provide Third Party Logistics (3PL) transportation services across North America. Named one of Canada's Top-Growing Companies by The Globe & Mail for five consecutive years, we're committed to innovation, reliability, and exceptional customer service. Our collaborative culture fosters growth, inclusivity, and teamwork, making Mactrans a place where you can thrive. Join us to be part of a forward-thinking team shaping the future of logistics.

Interviews will be determined based on the applicant's qualifications, experience and information supplied on candidate resume. Only qualified candidates will be contacted for an interview.
You must live within reasonable commuting distance to apply for this position as the in-office portion is (3) three days per week in Greater Toronto Area. Please email resume and cover letter to careers1@mactrans.ca and reference **Associate Logistics Coordinator** in subject line.