



TCH
Email: jobs@tch.com
www.tchweb.com

Expeditor Analyst

TCH is a North American distributor of hardware for road case and industrial enclosure applications. It has been serving American and Canadian manufacturers since 1976 with a focus on competitive prices and quick order turnaround times. The company distributes hardware, laminate panels systems, fabricated foam and speaker components out of facilities in Buffalo, Calgary, Dallas, Montréal and Toronto. TCH has a catalogue of 5000 components and expertise with sourcing and designing custom hardware.

Summary

We are currently looking for an Expeditor Analyst to expedite purchase orders and maintain accurate delivery information in the database, as well as perform data analysis as required

Responsibilities

- Assist Buyer working with outside vendors.
- Enter purchase orders and verify acknowledgements.
- Ensure Purchase orders ship and arrive by scheduled due dates.
- Update database with current tracking dates.
- Liaise with Buyers and Sales team.
- Run and analyze data reports to:
 - find cost savings
 - review product movement
 - review vendor statistics

Knowledge Requirements

- College diploma
- General computer knowledge (Microsoft Word, Excel, Outlook)
- Min 2 years business experience
- Detail-oriented with strong organizational and analytical skills

For more information about TCH, please visit www.tchweb.com

Submit resumes to jobs@tch.com , with “Expeditor Analyst” in the subject line.

We thank all applicants for their interest, however we will only contact those candidates selected for an interview.