



**Vancouver Office:**  
**Toronto Office:**

195-4851 Miller Rd, Richmond, BC, V7B 1K7  
7485 Bath Rd, Mississauga, ON, L4T 4C1

## Job posting

June 1, 2024

Job Title:	Type:	Location:	Accept by:
Sales Assistant Staff	Permanent / Part Time (4-8 hours a day, 3-5 days a week)	OCS Canada, Toronto Office	June 20, 2024

Currently, we are looking for a Sales Assistant Staff who communicates between sales and operations. This position potentially becomes full-time.

### Roles of the position:

- Communicate with other offices and update the regulations or conditions.
- Take care of shipments going to/coming from Canada.
- Reach to the community to develop and expand the business.
- Communicate with Japanese customers.

### Qualifications & Requirements

- 2 years of working experience in Japan.
- Preferred to have working experience in a sales team.
- Good knowledge of the Logistics industry (especially Air) will be an asset.
- Good understanding of Geography (Local/National/International).
- Strong communication skills for the customer and working partners (vendors and co-workers).
- Excellent English and Japanese communication skills both verbal and written.
- Computer literate and proficient in Microsoft Office. Advanced level in Excel will be an asset.
- Able to do some physical work (Picking up light-weight materials etc.).
- Valid VISA to work in Canada.

### Compensation

- \$16.55 - \$20.00/hour DOE

Send a Cover letter and Resume in English to [careers@ocs.express](mailto:careers@ocs.express)

\*\*\* We will reply only to the candidate for the interview. The starting day is planned to be in late June 2024.