



Vancouver Office:
Toronto Office:

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

Job posting

February 20, 2026

Job Title:	Type:	Location:	Accept by:
Sales Assistant Staff	Permanent (6-8 hours a day, 5 days a week)	OCS Canada, Toronto Office	March 9, 2026

Currently, we are looking for a Sales Assistant who will communicate between sales and operations and will start in **late March 2026**. This position is full-time, potentially becoming a supervisor of the team.

Roles of the position:

- Communicate with other offices and update the regulations or conditions.
- Take care of shipments to/from Canada.
- Bill to the customers.
- Communicate with customers.

Qualifications & Requirements

- 2 years of working experience in Japan.
- Preferred to have working experience in the Logistics field.
- 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. An advanced level in Excel using 30+ functions, pivot tables, etc.
- Able to do some physical work (Picking up light-weight materials, etc.).
- Valid VISA to work in Canada.

Compensation

- \$18.50 - \$23.00+/hour DOE

Send a Cover Letter and Resume in English to careers@ocs.express

*** We will reply only to the candidate for the interview.