

The Insider's Guide To Job Search

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updated February 09, 2006

Some of the following series of Job Search Articles have been published in the [Flightpath News](#). Click the links or pictures for access.

These articles are being written from the perspective of 25 years of executive search experience in Freight, Customs & Logistics.

Please pass them along to any colleagues who can benefit from them.

Next topic: [Changing The Student's Perspective](#)

	Positioning Yourself To Be Promoted
	Changing The Student's Perspective
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	Withstanding The Pressure of Counter Offers
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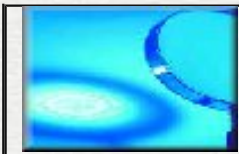
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[Kevin and Anna have been serving the industry together since 1990](#)

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NEW [2005 Freight & Customs Advisory Page](#) **NEW** [Keeping Good People \(.pdf\)](#)

Email: kevin@buckleysearch.com or anna@buckleysearch.com

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 • ["Organizing Your Job Search"](#) • ["Corporate Values And Cultural Expectations"](#)
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Quick reference Links to positions - Scroll for more details Tel: (416) 865-0695

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Executive Management & Supervisory		Sales, Marketing & Pricing		Freight Forwarding Operations - Corporate Traffic/Logistics		Customs Brokerage Operations - Consulting/Rating/RMDs	
Regional Sales Manager, Customs Brokerage	- six figures	US & Canadian Customs Brokerage Sales Representative	57K to 70K	Logistics Coordinator NEW	30K-35K	Customs Rater	up to 35K
Freight Operations Supervisor NEW	45K-50K	Sales Manager, Calgary NEW	Negotiable	Ocean/Air Imports + Transborder	to 40K	Senior Customs Consultant	negotiable

Oceanfreight Manager	60K to 70K	Sales Manager, Montreal NEW	60K-70K+	Senior Ocean Imports - new/hold	up to 45K	RMD Agent	up to 26K
Senior Customs Consultant on hold	negotiable	Far East Sales Representative	Hired	Far East Ocean Imports	up to 36K	RMD Clerk	up to 30K
Supervisor, Ocean Imports	45K to 52K	Far East Account Executive	up to 80K	Junior Operations Agent	27.5K-31.5K		
Supervisor, Ocean Imports & Exports	50K to 60K	Inside Sales - Telemarketing	33K to 37K	Entry-Level Freight Operations NEW *new grads - Hired -	25K-30K		
Supervisor, Operations Richmond B.C. NEW	Competitive Salary	Senior Sales Executive NEW	80K to 100K	Calgary - Senior Exports - Excellent Salary NEW	Negotiable		
		Sr Account Executive - LTL/TL Vancouver NEW	58K-73K	Air Exports, Vancouver B.C. NEW	Negotiable		

Please scroll down for other Positions - Click Position Titles for more details

Toll-free in North America: 1-866-996-9984 - Updated February 09 @ 11:30 a.m..

Position Title	Compensation	Location	Click Position Title for Job Responsibilities & Compensation Details
Sales Manager, Calgary	Negotiable	Calgary	A leader in global logistics solutions, offering a wide range of international and transborder services is seeking a dynamic and Sales-focused Manager for the rapidly growing Calgary region. If you have a strong track record in freight forwarding sales development in Calgary and would like to join a leading company with clear growth plans, call us toll-free at 1 (866) 996-9984
Sales Manager, Freight & Customs, Montreal	60K-70K++	Montreal	Reports to and works under the general supervision of the Vice President, Sales. The position is responsible for leading the Sales team to achieve its revenue goals, manage a well-established customer base and keep the company's reputation for service excellence and accountability. Fluently bilingual French-English speaking candidates only.
Freight Operations Supervisor	to 50K + bonus	Mississauga	A dynamic, customer-focused organization is seeking a qualified Supervisor in the Ocean / Air, Imports & Export Division. The Mississauga based company is an established international freight forwarder that provides a comprehensive spectrum of services including forwarding, inventory and logistics management, distribution and electronic commerce.
Regional Sales Manager, Customs Brokerage US & Canadian	Six-figure compensation	Toronto, S. W. Ontario or US Border city	A leader in global logistics is seeking a Regional Sales Manager to develop their Customs Brokerage business at all U.S.-Canada border crossing locations from Washington state to Maine. You will be involved in extensive personal sales together with leading a successful sales team in achieving and exceeding their sales targets. The firm is known for pursuing excellence in the products they offer, the customer service they provide and most important, the people that they hire. This is a key position and the growth potential is tremendous. US and Canadian Customs Brokerage knowledge is essential.

Oceanfreight Manager	60K-70K	Mississauga	A well established provider of global logistics solutions is seeking a qualified Manager, Ocean Freight in Mississauga. You have at least 5 years of management experience in international freight forwarding in the GTA and have a good reputation with the carriers. You are a team builder with strong interpersonal skills in addition to your extensive ocean freight experience.
Senior Customs Consultant	Compensation Negotiable	Mississauga	Our client seeks a senior customs consultant with an excellent track-record of issue identification, rulings and appeals to join their thriving practice. The successful candidate will have very, very strong technical expertise and the creativity to apply it effectively.
Supervisor, Ocean Imports	45K-52K	Mississauga	Excellent career prospects with this very well-established and progressive minded employer. You have supervisory experience in Ocean Imports in Toronto and have managed between 4-7 people. You enjoy being busy and have good leadership and communication skills.
Supervisor, Ocean Imports & Exports	47K-53K	West-end	A well established provider of global logistics solutions is seeking a qualified Supervisor, Ocean Imports & Exports in Mississauga. You have at least 5 years of supervisory experience in international freight forwarding in the GTA and have a good reputation with ocean carriers.

- Sales & Marketing Positions, Ontario -

Senior Sales Executive	to 100K	Mississauga	You are a well-qualified international freight forwarding sales representative with a firmly established profile in the Pacific Rim tradelanes, concentrating on Imports and Exports by both Air and Ocean. A senior person with the personal confidence to close new business, you are in tune with the strengths and weaknesses of the competition and are able to identify new and profitable sources of profitable revenues for the company. You want to be very well rewarded for your contributions and are accustomed to earning a high level of compensation. Only candidates with Toronto-based International Freight Forwarding experience will be considered.
US & Canadian Customs Brokerage Sales Representative	to 70K +	Cambridge/Toronto	Our client is a leader on both sides of the Border. They are looking for a qualified, preferably Lic. Broker to continue developing sales in the Southwestern Ontario Region. You could be based in Cambridge or in Toronto. You have an excellent knowledge of Canadian and US Customs Brokerage and sell in Canada and to NRIs. You want to be with a strong and stable company.
CSR/Sales Coordinator	up to 36K	Mississauga	Well-established Freight Forwarder in the Airport area is seeking someone with 2-3 years experience in Ocean Imports/Air Imports and Exports and Transborder Truck freight. Sales quotes and following up overseas sales leads.
Inside Sales Coordinator	30K-35K	Mississauga	Do you have more than 2 years of Inside Sales support experience, assisting outside Sales Executives in preparing rates and quotations, proposals and other related documents in Freight Forwarding? A well-established company in the Mississauga area is looking for someone to provide key administrative support. Strong communications skills - Cantonese speaking preferred.
Far East Account Executive	up to 80K	Mississauga	Industry Leader in Global Logistics services has opening for an experienced Far East Sales Representative. You have strong experience in selling Asian trade lanes in the GTA area in international freight forwarding. You want to be rewarded for your significant contributions to the profit bottom-line.
Inside Sales - Telemarketing	Hired	Mississauga	Transborder new sales development activities with an established international freight forwarder in Mississauga. Must have 3 years + experience in Transborder operations or inside sales. Commission income package according to results produced and targets being achieved.

Inside Sales - International	38K-40K	Mississauga	An established international freight division of a worldwide transport organization is seeking to hire an Inside Sales Representative, providing internal support for 2 sales people in terms of administrative support services. Incentive income for performance.
Ontario Customs Brokerage Sales Representative	50K-55K++	West or East-end location	This rapidly growing company is seeking an experienced Customs Brokerage Account Executive as the next step in their growth plan. You have several years of customs brokerage sales experience in Ontario and know the GTA market and surrounding region.

- Freight, Customs & Logistics Operations Positions, Ontario -

Senior Exports - Calgary	Excellent Salary negotiable	Calgary	Global Logistics provider growing dynamically in Calgary is seeking an experienced Exports person to be responsible for handling all aspects of Air and Ocean Exports, internationally. This is your opportunity to join an industry leader and take over the exports activities. Ideally you have both Air and Ocean Exports experience. They will also consider you if you have a track record in Air or Ocean exclusively. Toll-free: 1 (866) 996-9984
Freight Operations - Entry Level	Hired	Brampton	A strong company which offers a full menu of International Freight Forwarding and Customs Brokerage services is seeking an Entry-Level Operations person to train in all aspects of Freight movement. If you are a recent graduate from a recognized industry school such as Seneca, Centennial, Humber, Sheridan, Sir Sandford, etc., this may be the opportunity you have been looking for.
Junior Operations Agent	Negotiable	north of Airport	Well-established Freight Forwarder north of the Airport is seeking someone with 1-3 years experience in Ocean Imports/Air Imports or Air/Ocean Exports. They would like to cross train this person in all modes. You must have Toronto-based freight forwarding experience. They may also consider someone who graduated in 2005 from a recognized college with an international transportation program in the GTA.
Ocean/Air Imports and Transborder	to 40K	Mississauga	Well-established Freight Forwarder in the Airport area is seeking someone with 2-3 years experience in Ocean Imports/Air Imports and Transborder Truck freight. Someone with a personality who wants to do more than just files. The client is open to your communications abilities for expanded responsibilities.
RMD Clerk	Hired but looking for an additional person	Mississauga	Established Customs Broker in the Airport area is seeking a person with at least 6 months of RMDs experience for a new position created as the result of growth. You will be joining a compact team dedicated to providing superior customer service. Hindi or Punjabi helpful but not essential. New grads from recognized Customs/Transport Programs will be considered.
Senior Ocean Imports	up to 43K	Mississauga	Our client is a leader in international freight forwarding with many offices, worldwide. They are seeking candidates for a Senior Ocean Imports position, with the emphasis on European deconsolidations.
Far East Ocean Imports	to 36K + bonus	Mississauga	You are someone with Intermediate Far East Ocean Imports Freight Forwarding experience, computer literate, have great customer service skills and are accustomed to handling the complete Ocean Import process from opening the files through to final billings.
CSR - Air Imports	Hired	Mississauga	A dynamic, leading company involved in global logistics is seeking a Customer Service Representative in Air Imports.

- Additional Freight Forwarding & Customs Brokerage Positions in Calgary, Edmonton & Vancouver -

Calgary RMDs	Negotiable	Calgary	Prepare clearance documentation in accordance with Canadian Customs specification, and ensure a timely release of shipments. To arrange for the release of freight from customs control and delivery to the customer meeting customer needs for accuracy and speed.
Customs Rater, Niagara	To be negotiated	Niagara Falls	Well-established Customs Broker looking for 3 years Customs Rating or Tariffs experience in a similar function where the emphasis is providing accurate information regarding Customs Regulations and the Harmonized Tariffs System.

Some [Published Articles](#) and Job Search Topics

- ["Negotiating Compensation"](#)
- ["Staying Focused in an Interview"](#)
- ["Questions To Ask The Employer"](#)
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- ["Applying for Jobs by E-Mail"](#)
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Self-Assessment - points to consider when you are looking to change jobs or take a new direction	Resignations - tendering your resignation so that you retain goodwill and seal your decision	A Guide to Successful Interviewing - extensive guidance on interviewing techniques and styles
Leadership - how effectively do you lead others and display the qualities associated with leaders	Counter-Offers - how short-term compromises can result in unwanted consequences	Interview Body Language - how your body language conveys your level of self-confidence
Office Politics - keeping relationships professional and avoiding being drawn into conflict situations	Recruiters - What to Look For - signs to look for in selecting a recruiter to represent you to protect your interests	Negotiating Compensation - determining what is important to you in negotiating your package, including benefits and other items
Promotions - who gets promoted and why it isn't just how well you do your job that counts	Job Boards & Internet Postings - tips on using job board postings effectively as a search tool	Assessing Potential Employers - points to consider in deciding if this is the right place for you
Being Downsized - dealing with the shock of a termination and rising to the challenge it presents	Making Contact Using the Internet - using web resources to identify potential hiring managers	Questions to Ask Potential Employers - questions to determine performance expectations
Job Satisfaction - defining what job satisfaction means to you and your sense of self-motivation	E-Resumes - What Works Best - guidance on using e-resumes to their best benefit	For Recent Graduates - tips on self-marketing for recent Transportation program graduates
Overcoming Inertia - asking yourself the questions you need to move forward in your career	Your Resume - Your Career Passport - constructing a resume that represents you well	Changing the Student Perspective - changing the way you see yourself in line with the market
Why Should We Hire You? - Questions that will be asked to confirm the impressions you have made on an interviewer	Staying Focused in an Interview - Avoiding being eliminated through being unprepared for the meeting	Applying by E-mail - how to ensure that your message is both received and reviewed by an appropriate hiring authority
Step-by-Step Self Marketing Plan - walks you through a systematic approach to job search	Cover Letters - Brief and Focused - getting to the point in telling employers what you can do	Newcomers Job Search Resources - extensive links and resources for Newcomers to Toronto

Industry Education, Associations and Publications Websites and other Items of Interest

Industry Education, Courses & Programs	Industry Associations and Journals Websites	Other Self Marketing Resources
Who We Are	Working With You	Office Location
For Candidates	For Employers	Privacy Policy
CIFFA	CSCB	CITT
Canadian Sailings	Canadian Transportation & Logistics	Air Cargo World

10 most useful tips for emailing your information:

- * Paste text of cv in body of email even if you are including an attachment
- * Save cv .doc name in your own name - avoid generic .doc filename
- * Avoid using unusual file formats stay with .doc/.txt/.rtf
- * Don't send a blank message - tell the recipient why you are sending a message
- * Avoid unusual email names that sound un-businesslike
- * Avoid unusual colors of stationery or unusual fonts * Avoid inserting "smiley" icons
- * Include cel # in signature of email message for easy follow up
- * Avoid inserting read receipt requests or marking message high priority
- * Use spell check and have text reviewed by a fluent English speaker

Want to know what salary averages are for positions in Freight Forwarding & Customs Brokerage?

Call us at (416) 865-0695 or send us a message at:

kevin@buckleysearch.com or anna@buckleysearch.com

Attention Industry People: [Educational Programs - CIFFA, CSCB, CITT, P.Log](#)

Attention New Graduates: [Orienting Yourself to the Marketplace](#)

* For Recent Newcomers with Overseas experience in Transportation, seeking orientation to the Toronto market click here: [Job Resources](#) and here: [Step-by-Step Self-Marketing Plan](#) and [Links](#)

Do you have non-industry friends who need a free source of Canadian Job Boards, Recruiter Directories and Resume services links?

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Current Positions

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I've Been Downsized - Now What?

As published in [The Flightpath News](#) - October 9, 2002

By Kevin T. Buckley

I've Been Downsized - Now What?

It wasn't planned but, given the shape of the company it may not have been a total surprise, either. Regardless of how or why it happened, being downsized or restructured is a shocking event, one that has been experienced by many in the modern workforce. Dealing with it has become a true challenge of change.

Psychologists speak of various states of shock, denial, anger and acceptance that are experienced when traumatic events occur in our lives. It isn't unusual to feel a sense of grief, anxiety or depression. These are human reactions. It is also normal to feel a sense of dislocation because the familiar structure of daily life has been disrupted. The key to moving beyond the emotional shock of downsizing is to first acknowledge and then accept it.

Acceptance is the key to freeing yourself from regrets, blame, hostility or self-criticism. It will improve your outlook on the future and revitalize your energies in the present. Remembering your successes by looking back on your career achievements will empower you as these accomplishments are proof of the valuable contribution you have to make.

Talk out your feelings with family and friends. It is healthy to communicate what you are experiencing. Network with a local support group whose prime purpose is to promote self-confidence. Mutual self-help groups will give you a renewed sense of purpose and vitality. Reading biographies about people who encountered similar challenges and rose above them is another inspirational and practical tool to use for rebuilding self-esteem. Understanding how other people overcame their obstructions and limitations will help to strengthen your resolve and get your career back on track.

Some make the error of launching themselves into an immediate self-marketing campaign motivated by the fear of not being able to find new employment. The concern is that they may still harbour resentment towards their former employer and carry these unresolved feelings of anger and anxiety into job interviews. Astute employers can recognize the signs of internal distress and may choose not to pursue any further discussions. You owe it to yourself to wait until you have arrived at a calm state of acceptance before going out to interview for jobs.

In order to meet the future, you have to leave behind the recent past. Holding on to

a feeling of being victimized is not in your best interest. It can cloud your interactions with others, projecting a negative image. Once the emotions have subsided and you have achieved acceptance, you'll begin to view the changes that have happened as a positive challenge for personal growth. Then, it will be time to start taking personal inventory, reviewing the specific skills, aptitudes, knowledge and abilities you have. Recognize the opportunity in front of you to make new choices and perhaps take an entirely new direction in your career. As recruiters, we often witness people who have faced one door closing only to find others opening in unexpected and beneficial ways.

After allowing yourself a little time to heal, without indulging in self-pity, you'll be ready to take that first important step on a new path to the future.

Recommended Reading: "[What Color is my Parachute](#)", by Richard Nelson Bolles and the accompanying Workbook.

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