



Logistics Officer

Posted by: Demostat Services

Posting date: 24-Apr-2024 **Closing date:** 21-Oct-2024

Education: Bachelor's degree

Language: English

Job location: Wood Buffalo

Salary: \$Salary 59.00 to 69.00 hourly (To be negotiated) Per Hour

Years of Experience: 3 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ3831858

Expired

Job description:

Responsibilities

Tasks

- Assign projects and programs to the purchasing and warehouse departments across the organization
- Coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies
- Evaluate daily operations
- Plan and organize daily operations
- Review purchase order claims and contracts to determine compliance with company policy

Plan, develop and implement purchasing policies and procedures
Oversee the evaluation of the cost and quality of goods or services
Manage contracts
Review and process claims against suppliers
Oversee the analysis of data and information
Oversee the preparation of reports
Lead sales team in building relationships with business clients and manage negotiations of sales contracts
Organize and maintain inventory
Plan, organize, direct, control and evaluate daily operations
Assign, co-ordinate and review projects and programs

Who can apply for this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

Address: 135 Millennium Gate, Fort McMurray T9K 0H9

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: theboisconsultants@gmail.com

Posted on canadianjobportal.com