



Production Coordinator

Posted by: American Tall Ltd

Posting date: 14-Jun-2024 **Closing date:** 11-Dec-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Mississauga

Salary: \$60000 Per Year

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6695081

Expired

Job description:

375 Annagem Boulevard
Mississauga, ON
L5T 3A7

Salary:
60,000 annually / 40 hours per Week

Permanent employment

Full time

Day, Early Morning, Morning

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

Work setting

Retail business

Warehouse

Responsibilities

Tasks

Compile orders and instructions received from customers

Organize tasks to accomplish the work

Plan and organize operational logistics of the organization

Track and complete work orders

Monitor movement of supplies and materials between departments

- Maintain work records and logs
- Organize warehouse and work areas
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate traffic flow of supplies
- Compile worksheets and specifications of orders
- Consult with production supervisor to schedule production runs in a cost and time-efficient manner
- Estimate type and quantity of materials and labour required for production, construction and other projects
- Monitor production progress
- Prepare and maintain progress and other reports
- Provide customer service
- Follow-up on issues with work orders
- Keep track of shipments
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

- MS Outlook
- MS Excel
- MS PowerPoint
- MS Word

How to apply

By email

resumes.americantall@gmail.com

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: resumes.americantall@gmail.com

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