



## Logistics Lead

**Posted by:** Brimich Logistics & Packaging Inc.

**Posting date:** 06-Aug-2024      **Closing date:** 02-Feb-2025

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

**Language:** English

**Job location:** Brantford

**Salary:** \$25.48 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3146875

Expired

## Job description:

Brimich Logistics and Packaging Inc. is proud to be serving our clientele since 1997 in the Logistics and Supply Chain Management Industry.

Brimich prides itself on being nimble and providing customized solutions according to each customer's needs. We take the time to learn about our customers' business, their needs and who their customers are. This gives a better understanding of how we can provide the highest value in our partnerships.

We build relationships with our employees and clients based on honesty, trust and integrity. We offer a wide range of services all under one roof.

We are looking for someone with excellent communication and interpersonal skills as our **Logistics Lead**, who enjoys collaborating with multiple teams and personnel at all levels of the organization. This person would demonstrate strong technical skills and professional integrity as they work independently in a fast-paced and dynamic environment. Supervisory skills and the ability to multitask would be vital for success. If you would like to take on the challenge and elevate your career, we invite you to apply!

#### Job details

- Location: 15 Kraemer's Way Brantford, ON N3V 0A6
- Workplace information: On site
- Salary: 25.48 hourly / 40 hours per Week
- Terms of employment: Permanent employment Full time
- Day, Early Morning, Morning
- Start date: Starts as soon as possible
- Benefits: Health benefits
- vacancies: 1 vacancy

#### Overview

##### Languages

English

##### Education

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

##### Experience

1 year to less than 2 years

##### On site

Work must be completed at the physical location. There is no option to work remotely.

#### Responsibilities

##### Tasks

- Compile orders and instructions received from customers
- Organize tasks to accomplish the work
- Oversee operational logistics of the organization
- Track and complete work orders
- Co-ordinate activities with other work units or departments
- Perform routine clerical duties
- Prepare and submit reports
- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Monitor personnel workloads and locations
- Organize warehouse and work areas
- Perform general office duties

- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate activities with warehouse and production units
- Compile worksheets and specifications of orders
- Prepare and maintain progress and other reports
- Provide customer service
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Follow-up on issues with work orders
- Knowledge of cross border dispatching regulations and practices
- Organize and maintain inventory

#### Supervision

- 5-10 people

#### **Experience and specialization**

##### Computer and technology knowledge

- Monitoring and tracking software
- Electronic scheduler
- Spreadsheet
- MS Outlook
- Internet
- MS Access
- MS Excel
- MS PowerPoint
- MS Word
- MS Windows

##### Type of industry experience

- Shipping line

#### **Additional information**

##### Work conditions and physical capabilities

- Ability to work independently
- Fast-paced environment
- Work under pressure
- Tight deadlines
- Handling heavy loads
- Attention to detail

##### Personal suitability

- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication

- Flexibility
- Organized
- Reliability
- Team player
- Accurate
- Values and ethics
- Initiative
- Judgement
- Analytical
- Proactive

#### **Benefits**

##### Health benefits

- Dental plan
- Health care plan
- Vision care benefits

#### **Who can apply to 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**.

#### **How to apply**

By email

[careers.brimichlogistics@gmail.com](mailto:careers.brimichlogistics@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: [careers.brimichlogistics@gmail.com](mailto:careers.brimichlogistics@gmail.com)

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