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Logistics supervisor

Posted by: ACTIVE GREEN + ROSS

Posting date: 25-Nov-2024 **Closing date:** 24-May-2025

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

Language: English

Job location: Hamilton

Salary: \$34.15 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ6724369

Job description:

Responsibilities

Tasks

- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Ensure smooth operation of computer equipment and machinery
- Arrange for maintenance and repair work

- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Recruit and hire staff
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Organize and maintain inventory

Supervision

- 5-10 people
- Storekeepers and parts clerks

Experience and specialization

Computer and technology knowledge

- Inventory control software
- Purchasing software
- MS Excel
- MS Outlook

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Organized
- Team player