



## 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

Expired

## 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

**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: [138@activegreenross.com](mailto:138@activegreenross.com)**

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