



## Logistics Coordinator

**Posted by:** TIME BOMB TRADING INC.

**Posting date:** 08-Apr-2025      **Closing date:** 05-Oct-2025

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

**Language:** English

**Job location:** Burnaby

**Salary:** \$35.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ3049862

### Job description:

**TIME BOMB TRADING INC.** located in Burnaby, BC, is looking for an experienced **Logistics Coordinator**.

Job details are as follows:

**Location of employment:** Burnaby, BC, V5J 5M8

**Number of position:** 1

**Job Type:** Full time and Permanent

**Starting date:** as soon as possible

**Salary:** \$35.00 per hour, 30 hours per week

**Experience:** 2 years to less than 3 years

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

**Languages:** English

**Tasks:**

- Compile orders and instructions received from customers
- Develop specific plans to prioritize
- Oversee operational logistics of the organization
- Plan and organize operational logistics of the organization
- Track and complete work orders
- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments
- Prepare and submit reports
- Organize warehouse and work areas
- Co-ordinate activities with warehouse and production units
- Co-ordinate traffic flow of supplies

- Provide customer service
- Arrange training for staff
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Communicate with ships, aircraft and other remote operations
- Dispatch personnel as required by emergency situations
- Follow-up on issues with work orders
- Keep track of shipments
- Knowledge of cross border dispatching regulations and practices
- Organize and maintain inventory

**Work conditions and physical capabilities:**

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

**Personal suitability:**

- Client focus
- Efficient interpersonal skills
- Flexibility
- Organized
- Reliability
- Team player
- Accurate
- Values and ethics
- Initiative
- Judgement
- Analytical

**Who can apply to this job?**

- Anyone who can legally work in Canada can apply for this job
- If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

**How to apply:**

By email: [timebombtradinginc@outlook.com](mailto:timebombtradinginc@outlook.com)

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