



## **Production and Transportation Logistics Coordinator(NOC 13201)**

**Posted by:** Frontier Supply Chain Solutions Inc.

**Posting date:** 01-Oct-2024      **Closing date:** 26-Sep-2025

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

**Language:** English

**Job location:** Toronto

**Salary:** \$22 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2947551

### **Job description:**

#### **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

**Work setting**

Transportation

**Responsibilities****Tasks**

Prepare and submit reports

Co-ordinate traffic flow of supplies

Co-ordinate, assign and review work

Advise vehicle operators of traffic and other problems

Dispatch personnel according to schedules and work orders

Dispatch personnel as required by emergency situations

Follow-up on issues with work orders

Keep track of shipments

Knowledge of highway trucking and associated rules and regulations

Maintain vehicle operator work records

Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment

Record mileage, fuel use, repairs and other expenses

Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

**Supervision**

Transportation route and crew schedulers

**Experience and specialization**

Computer and technology knowledge

Word processing software

Database software

Operate GPS (Global Positioning System) and other navigation equipment

Spreadsheet

MS Outlook

Quick Books

Internet

MS Excel

MS PowerPoint

MS Word

MS Windows

Adobe Acrobat Reader

MS Office

**Service experience**

Trucking

**Additional information**

**Security and safety**

Criminal record check

**Work conditions and physical capabilities**

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Overtime required

Repetitive tasks

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  
Financial benefits  
Bonus  
Commission  
Group insurance benefits  
Life insurance  
Pension plan  
Registered Retirement Savings Plan (RRSP)  
**Other benefits**  
Parking available

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: [vchan@frontierscs.com](mailto:vchan@frontierscs.com)

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