



Logistics Specialist

Posted by: Leonext Transport Service Inc.

Posting date: 08-Apr-2024 **Closing date:** 05-Oct-2024

Education: College/CEGEP

Language: English

Job location: Edmonton

Salary: \$28.00 to 38.00 hourly (To be negotiated) Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ4726103

Expired

Job description:

Responsibilities

Tasks

- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments
- Monitor the movement of supplies and materials between departments
- Perform routine clerical duties
- Read blueprints, written specifications, and production drawings

Prepare and submit reports
Arrange for maintenance and repair work
Ensure proper functioning of equipment
Maintain work records and logs
Resolve work problems, provide technical advice, and recommend measures to improve productivity and product quality
Compile worksheets and specifications of orders
Create, investigate, track, and complete work orders
Monitor production progress
Prepare and maintain progress and other reports
Project management
Requisition or order materials, equipment, and supplies
Advise vehicle operators of traffic and other problems
Assist with the maintenance of communications equipment
Contact customers to deliver requested wakeup calls
Dispatch personnel according to schedules and work orders
Dispatch personnel as required by emergencies
Follow-up on issues with work orders
Keep track of shipments
Knowledge of cross-border dispatching regulations and practices
Knowledge of highway trucking and associated rules and regulations
Maintain vehicle operator work records
Operate radio equipment
Plan, organize and oversee operational logistics of the organization
Process and transmit information and instructions to coordinate the activities of vehicle operators and crews using dispatching equipment
Record mileage, fuel use, repairs, and other expenses
Respond to urgent calls from individuals who find themselves in life-threatening situations and who require assistance
Schedule assignments and co-ordinate activities of vehicle operators, crews, and equipment

Experience and specialization

Service experience

Delivery
Tow truck
Trucking

Area of specialization

Estimating
Expedition
Production
Traffic controlling

Additional information

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
Hand-eye coordination
Repetitive tasks

Weight Handling

Up to 9 kg (20 lbs)

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Team player
Accurate
Values and ethics
Initiative

Judgment
Analytical
Proactive

Who can apply for 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**.

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: boisconsult@gmail.com

Posted on canadianjobportal.com