



Import Transportation Logistics Coordinator

Position Details:

Job Location: 10451 Shellbridge Way suite 205, Richmond, BC V6X 2W8 (On site)

\$35.00 hourly/35 to 40 hours per Week

Permanent employment

Full time

Day, Early Morning, Morning

Starts as soon as possible

Benefits: Health benefits, Financial benefits

1 vacancy

Overview:

Languages:

English

Education:

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years in Logistics, materials, and supply chain management

Experience:

2 years to less than 3 years

Job Location:

On site - Work must be completed at the physical location. There is no option to work remotely.

Responsibilities/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
Perform routine clerical duties
Prepare and submit reports
Monitor personnel workloads and locations
Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
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
Keep track of shipments
Knowledge of cross border dispatching regulations and practices
Organize and maintain inventory

Supervision:

1 to 2 people

Experience and specialization:

Computer and technology knowledge
Dispatch management service software
Monitoring and tracking software
Word processing software
Electronic mail
Operate GPS (Global Positioning System) and other navigation equipment
MS Outlook
Type of industry experience
Shipping line
Service experience
Delivery
Ship

Additional information/Work conditions and physical capabilities:

Ability to work independently
Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail
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
Disability benefits
Health care plan
Financial benefits
Group insurance benefits
Life insurance
Registered Retirement Savings Plan (RRSP)

Who can apply to 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.

How to apply:

By email: odysseyshippinghr@gmail.com

Here is what you must include in your application:

Cover letter

References attesting experience