



Logistics Coordinator

Posted by TIME BOMB TRADING INC.

Posting Date : 08-Apr-2025

Closing Date : 05-Oct-2025

Location : Burnaby

Salary : \$35.00 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7108800

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

Posted on Disabled job Portal