

Logistics Coordinator - Sun On Food Company

Sun On Food Company

Job ID
38106

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LOCATION	DATE POSTED	EXPIRY DATE	
100 Dynamic Dr, Scarborough, ON Ontario	16-09-2025	12-09-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 34.62	7 months to less than 1 year	College, CEGEP or other non-university or diploma from a program of 3 months to less than 1 year

Job Details

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Position Title: Logistics Coordinator
Location: Scarborough, Ontario
Status: Permanent, Full Time

Sun On Food Company is a dedicated to producing fresh noodles and related products sought after by our customers. Producing and selling the best tasting and highest quality noodle is what we are all about.

*Qualified Aboriginal persons, newcomers, and other underrepresented persons or groups are encouraged to apply.

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, we will not consider your job application.

Job Description

Tasks:

- Compile orders and instructions received from customers
- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Oversee operational logistics of the organization
- Plan and organize operational logistics of the organization
- Revise type and quantity of materials required sent for production, construction and other projects
- 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
- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs

Co-ordinate activities with warehouse and production units
Co-ordinate traffic flow of supplies
Compile worksheets and specifications of orders
Consult with production supervisor to schedule production runs in a cost and time-efficient manner
Estimate type and quantity of materials and labour required for production, construction and other projects
Monitor production progress
Prepare and maintain progress and other reports
Requisition or order materials, equipment and supplies
Dispatch personnel according to schedules and work orders
Follow-up on issues with work orders
Keep track of shipments
Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment
Organize and maintain inventory

Work conditions and physical capabilities:

Fast-paced environment
Work under pressure
Tight deadlines
Repetitive tasks

Personal suitability:

Client focus
Efficient interpersonal skills
Excellent oral communication
Organized
Team player
Accurate
Initiative
Judgement