

Logistics coordinator

Acumen Logistics Ltd

Job ID

38659

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LOCATION	DATE POSTED	EXPIRY DATE	
8069 River Way, Delta, BC British Columbia	17-12-2025	13-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37.50	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

We are looking for a full-time Logistics coordinator to join our team.

Language required: English

Hours: 35-40 hours per week

On-site: Work must be completed at the physical location. There is no option to work remotely.
How to Apply: Send your resume at jobsbyacumen@gmail.com

Job Description

- Job duties include, but are not limited to:
- 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
 - Perform routine clerical duties
 - Prepare and submit reports
 - Provide customer service
 - Dispatch personnel as required by emergency situations
 - Follow-up on issues with work orders
 - Keep track of shipments
 - Organize and maintain inventory