Logistics coordinator

Job ID
38659

Acumen Logistics Ltd

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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

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