

Logistics Coordinator

Job ID
38886

11336690 Canada Inc. o/a NovaXpress Courier Services

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LOCATION	DATE POSTED	EXPIRY DATE	
1-100 Joseph Zatzman Drive, Dartmouth, NS Nova Scotia	18-01-2026	17-07-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27.60	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Employer details
NovaXpress Courier Services

Location
100 Joseph Zatzman Drive suite 1, Dartmouth, NSB3B 1N8

Work location On site

Salary
\$27.60 hourly / 30.00 to 40.00 hours per week

Terms of employment
Permanent employment, Full time, Early morning, Evening, Morning, Night, Day, Weekend

Starts
As soon as possible

Benefits
Health benefits, Other benefits

Vacancies
1 vacancy

Languages
English

Education
Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

On site

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

Responsibilities and Tasks

- Compile orders and instructions received from customers
- Organize tasks to accomplish the work
- Plan and organize operational logistics of the organization
- Track and complete work orders
- Prepare and submit reports
- Ensure smooth operation of computer equipment and machinery
- Ensure proper functioning of equipment
- Maintain work records and logs
- Co-ordinate, assign and review work
- Dispatch personnel according to schedules and work orders
- Keep track of shipments
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Record mileage, fuel use, repairs and other expenses

Experience and specialization

Computer and technology knowledge, Dispatch management service software, Monitoring and tracking software, Spreadsheet, MS Excel, Adobe Acrobat Reader

Work conditions and physical capabilities

Ability to work independently, Fast-paced environment, Work under pressure, Attention to detail, Repetitive tasks

Personal suitability

Efficient interpersonal skills, Excellent oral communication, Excellent written communication, Flexibility, Organized, Reliability, Team player, Accurate

Benefits

Health benefits - Dental plan, Health care plan, Vision care benefits

Other benefits

Free parking available, Parking available

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Please do not apply if you are not authorized to work in Canada. We will not respond to your application.

How to apply

By email - team@novaxpress.ca

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