

Logistics Coordinator

NovaXpress Courier Services

Job ID

40734

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LOCATION	DATE POSTED	EXPIRY DATE	
17 Somers Dr, Moncton, NB New Brunswick	30-07-2026	26-01-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.73	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Overview

NovaXpress is seeking a reliable and organized Logistics Coordinator to support our growing courier and transportation operations throughout the Maritime region. The successful candidate will be responsible for coordinating daily logistics activities, organizing customer orders and instructions, and ensuring the smooth and efficient movement of shipments and personnel.

Key Responsibilities:

- Compile and organize customer orders, instructions, and work requirements.
- Plan and coordinate daily transportation and logistics operations.
- Oversee the operational logistics of the organization to ensure efficient workflow.
- Organize, assign, and review tasks and work orders.
- Coordinate activities with other departments and operational teams to ensure timely service delivery.
- Dispatch drivers and other personnel according to schedules, routes, and operational requirements.
- Track shipments and monitor the progress and completion of work orders.
- Maintain accurate operational records, work logs, and transportation documentation.
- Prepare and submit operational reports.
- Record mileage, fuel consumption, repairs, maintenance, and other transportation-related expenses.
- Ensure the proper functioning of vehicles, computer equipment, communication systems, and other operational equipment.
- Apply knowledge of highway trucking operations, applicable transportation rules and regulations, and cross-border dispatching practices where applicable.
- Coordinate with customers, drivers, and internal staff to resolve operational issues and support efficient service delivery.

The Logistics Coordinator will play an important role in supporting NovaXpress's daily operations, improving logistical efficiency, and ensuring reliable service for our customers.

Job Description

Number of vacancies : 1

Salary: \$31.73 hourly

Hours: 30 to 40 hours per week

Overtime: Overtime paid after 44 hours per week in accordance with the New Brunswick Employment Standards Act.

Start Date: As soon as possible

Terms of Employment: Permanent, Full-time

Schedule:

- Early morning
- Morning
- Day
- Evening
- Night
- Weekend

Qualifications

Education

- Secondary (high) school graduation certificate.

Experience

- Minimum 2 years to less than 3 years of experience in transportation, logistics, dispatch, or a related field.

Language Requirements: English

Workplace Information: On site

Work Location: Moncton, NB E1H 2P3

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

Requirements

- Knowledge of highway trucking operations and applicable transportation regulations.
- Knowledge of cross-border dispatching regulations and practices is considered an asset.
- Proficiency with dispatch management software, shipment monitoring and tracking software, Microsoft Excel, spreadsheets, and Adobe Acrobat Reader.
- Strong organizational, communication, and problem-solving skills.
- Ability to work independently in a fast-paced environment while maintaining attention to detail.
- Reliable, flexible, accurate, and able to work effectively as part of a team.

Experience and Specialization

Computer and Technology Knowledge

- Dispatch management software
- Shipment monitoring and tracking software
- Microsoft Excel
- Spreadsheets
- Adobe Acrobat Reader

Additional Information

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
- Reliable
- Team player
- Accurate

Benefits

Health Benefits

- Dental plan
- Health care plan
- Vision care benefits

Other Benefits

- Free parking available
- Parking available

How to Apply

By email: team@novaxpress.ca

Please include the following with your application:

- Cover letter
- Answers to the following screening questions:
 - o Do you have experience working in this field?
 - o Do you meet the language requirements for this position (English or French)?

The employer may request the following during the hiring process:

- References attesting to your experience
- Letter(s) of recommendation
- Proof of any requested certifications