

Logistics Supervisor

NovaXpress Courier Services

Job ID

41160

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LOCATION	DATE POSTED	EXPIRY DATE	
100 Joseph Zatzman Dr #1, Dartmouth, NS Nova Scotia	21-09-2026	20-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.96	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Overview

NovaXpress is seeking a reliable, organized and experienced Logistics Supervisor to supervise and coordinate daily logistics, dispatch and transportation activities throughout the Maritime region. The successful candidate will oversee logistics and dispatch staff, organize transportation operations, assign and review work, and help ensure the efficient and timely movement of shipments.

Key Responsibilities

- Supervise staff responsible for dispatching drivers, scheduling transportation crews and routes, tracking shipments, coordinating pickups and deliveries, and maintaining transportation and operational records.
- Plan and organize daily operational logistics, including driver assignments, delivery schedules, routes, shipment priorities and other transportation requirements.
- Coordinate the movement of shipments and transportation activities to ensure customer orders and delivery requirements are completed accurately and on schedule.
- Establish work schedules and procedures and coordinate logistics and transportation activities with other departments and operational teams.
- Monitor and review the work of logistics and dispatch staff to ensure compliance with company policies, operating procedures, transportation requirements, and applicable safety and security standards.
- Ensure transportation and dispatch activities comply with applicable highway trucking rules, safety requirements and company procedures, and participate in improving operational procedures where required.
- Resolve operational problems and complaints involving shipments, routes, drivers, scheduling, customers and service delivery, and implement corrective measures and process improvements.
- Train workers in job duties, dispatch procedures, transportation requirements, company policies, safety procedures and the use of applicable computer and tracking systems.
- Monitor the operation of dispatch systems, shipment tracking systems, computer equipment, communication equipment and other operational equipment, and arrange maintenance or repair when required.
- Requisition supplies, materials and operational equipment required for logistics and transportation activities.
- Review operational records and prepare and submit reports relating to dispatch activities, transportation operations, shipment movement and operational performance.

- Conduct performance reviews of supervised workers and provide feedback regarding work performance, operational procedures and training requirements.
- Provide operational support and, when required, perform dispatch, scheduling, shipment tracking and other duties normally performed by the workers being supervised.
- Apply knowledge of highway trucking operations, transportation rules and regulations, and cross-border dispatching practices when supervising and coordinating transportation activities.

Job Description

Number of vacancies: 1

Salary: \$31.96 hourly

Hours: 30 to 40 hours per week

Overtime: Overtime paid after 48 hours per week in accordance with Nova Scotia employment standards.

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 relevant work experience obtained within the last 5 years in the transportation/trucking industry.

Language Requirements: English

Workplace Information: On site

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 supervisory, organizational, communication and problem-solving skills.
- Ability to organize and review the work of logistics and dispatch personnel.
- 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)?

The employer may request the following during the hiring process:

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