



Logistics Coordinator - NOC: 13201

Description

We are seeking an experienced Logistics Coordinator to manage and optimize our supply chain processes. The ideal candidate will be responsible for coordinating the movement of materials, managing inventory, and ensuring that our products are delivered to customers efficiently and on time. This role involves working closely with the warehouse, production, and sales teams to meet customer demands and maintain operational excellence.

Duties

- Plan and oversee the operational logistics of the supply chain, ensuring timely and efficient delivery of materials and products.
- Coordinate with warehouse person, production teams, and other departments to schedule deliveries, installations, and shipments in a cost-effective manner.
- Communicate regularly with warehouse, production, and purchasing teams to ensure seamless coordination across various departments and work units.
- Maintain accurate inventory records, ensuring that materials and parts required for production and installation are readily available.
- Track the progress of shipments, monitor delivery schedules, and resolve any issues related to delays or inventory shortages.
- Prepare and maintain various reports on production progress, material usage, inventory levels, and logistics performance using both manual and computerized systems.

Closing Date

October 1, 2025

Categories

Sales

Employer

SOHO Blinds

Location

Downtown

Address

2 Donald Street Unit
3 Winnipeg, R3L 0K5

Job Type

Permanent

Education Level

High School

- Ensure compliance with safety standards and best practices in logistics and transportation.
- Identify opportunities to streamline logistics processes and improve overall operational efficiency.

Qualification

- Previous experience as a logistics coordinator is an asset.
- Strong organizational skills and attention to detail.
- Ability to communicate effectively with multiple departments, including production, warehouse, and sales teams.
- Strong problem-solving skills and ability to handle unforeseen logistical challenges.
- Ability to work in a fast-paced environment and manage multiple priorities.