Logistics Coordinator

Description

We, Canadian Prairie Transport Inc., are hiring a Transport Logistics Coordinator
Unit 211 1021 Court Avenue Winnipeg MB R2P 1V7
Salary: $26.75 CAD per hour for 35-40 hours per week
Job Type: Full Time, Permanent, Early morning, Morning, Day, Evening, Weekend, Night, Flexible hours
Start Date: As soon as possible
Language: English
Positions Available: 01
Minimum Education: College diploma of 1-2 years is required
NOC Group: 13201
NOC Job Title: Production and transportation logistics coordinators
Job Location
Unit 211 1021 Court Avenue Winnipeg MB R2P 1V7
Job Duties
1. Receive, review, and compile customer transportation orders, shipment requests, delivery schedules, and dispatch instructions.

2. Organize, prioritize, and assign daily transportation tasks to ensure timely pickup and delivery of customer shipments.
3. Plan, coordinate, and organize the company's transportation and logistics operations, including freight scheduling, route planning, and vehicle utilization.
4. Coordinate transportation activities with drivers, dispatch personnel, warehouse staff, customers, and other departments to ensure efficient movement of freight.

Closing Date

January 17, 2027

Categories

Business, Finance and Administration

Employer

Canadian Prairie Transport Inc.

Location

Point Douglas

Address

Unit 211 1021 Court Avenue Winnipeg, R2P 1V7

Job Type

Full-time

Education Level

High School

5. Prepare, maintain, and submit transportation reports, shipment records, delivery confirmations, dispatch summaries, and operational documentation.
6. Monitor the proper functioning of dispatching systems, transportation management software, tracking equipment, and other computer-based logistics tools.
7. Track and monitor shipments throughout the transportation process, communicate delivery updates, identify delays, and coordinate solutions to transportation-related issues.
8. Apply knowledge of cross-border transportation, dispatching regulations, customs documentation, and shipping procedures to coordinate shipments between Canada and the United States.
9. Process and transmit dispatch information, transportation schedules, route instructions, and delivery assignments to coordinate the activities of truck drivers and other vehicle operators using dispatching and communication equipment.
10. Communicate with customers regarding shipment status, delivery schedules, transportation delays, and changes to pick up or delivery arrangements.
11. Maintain accurate transportation documentation, including bills of lading, shipment details, dispatch records, and proof of delivery.
12. Coordinate with drivers to ensure compliance with delivery schedules, assigned routes, transportation requirements, and applicable safety regulations.
13. Resolve daily dispatching and logistics issues by coordinating with drivers, customers, and other operational personnel to minimize delays and maintain efficient transportation services.
    Employment Requirements
    Completion of college diploma of 1-2 years in business or supply chain is required.

More than 2 years of relevant experience of experience in transportation or logistics is required.
Excellent written and oral English to communicate with company drivers, customers, visitors, suppliers, and management is required
Excellent interpersonal and organizational skills and able to communicate with persons at all levels
Excellent computer literacy with adequate knowledge in Word, Excel, and PowerPoint
Ability to work as part of a team as well as independently

Benefits
Extended health care and dental benefits after qualifying period of 03 months.

Overtime rate of 1.5 times the regular is applicable after 40 hours per week or 08 hours per day.
How to Apply
We strongly encourage Students, Youth, Visible minorities, Indigenous people, Newcomers to Canada, seniors to apply. Willing candidates are requested to apply immediately by:
Email: cptransportjobs@gmail.com
Mail: 320 Woodbine Avenue Winnipeg MB Canada R2V 4H4