

# ArrowHead Recruitments & Consulting

<https://arrowheadconsulting.ca/job/logistics-coordinator-noc-13201/>

## Logistics Coordinator

### Description

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Production logistics coordinators coordinate and expedite the flow of work within an establishment, prepare work and production schedules and monitor the progress of production and construction projects. Transportation logistics coordinators coordinate and monitor the movement of products and ensure that products are shipped and received on schedule. They are employed by manufacturing and construction companies and other industrial establishments.

### Responsibilities

### Job duties

Here are some of the main activities and tasks that Production and transportation logistics coordinators have to perform, and some of the physical demands they involve:

- Production logistics coordinators
- Plan and oversee operational logistics of supply-chain work units or departments
- Consult with production supervisor to schedule production runs in a cost and time-efficient manner
- Communicate regularly with other production coordinators, warehouse, production and construction supervisors and purchasing and inventory clerks to coordinate activities between warehouses, production floors, construction sites or other supply chain work units or departments
- Maintains inventory of materials and parts needed to complete production
- Prepare and maintain various reports on the progress of work, materials used, rates of production and other production information, using manual or computerized systems.
- Transportation logistics coordinators
- Coordinate and monitor logistics of the movement of parts, supplies and materials within an establishment and ensure that supplies, materials and products are shipped and received on schedule
- Prepare and process all customs documents for International & U.S. shipments.

### Qualifications

## Employment requirements

This is what you typically need for the job.

- Completion of a post-secondary education program of less than two years in

### Hiring organization

ArrowHead Recruitments & Consulting

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Permanent

### Industry

Manufacturing and Construction

### Job Location

Edmonton, Alberta, Canada

### Working Hours

9 AM TO 5 PM

### Base Salary

\$ 22.42/hr - \$ 26.32/hr

### Date posted

May 1, 2025

### Valid through

31.05.2025

Business or Supply Chain Management or extensive experience as a dispatcher, production clerk or scheduling clerk is usually required.