

Logistics Supervisor

JOB ORDER # 015

Rate of pay: \$21.25 / hour

Location: St. John's, NL, Canada

Hours per week: TDB

Type: Full-time

Main duties include but are not limited to the following:

- Co-ordinate, assign and review the work of clerks engaged in the following duties: Shipping, receiving storing, distributing and maintaining inventories of materials, parts and products.
- Processing purchasing transactions; coordinating production work; dispatching crews; scheduling transportation crews and routes; operating airport ramp servicing vehicles and other related activities.
- Establish work schedules and procedures and co-ordinate activities with other work units or departments
- Resolve work related problems and prepare and submit progress and other reports
- Train workers in job duties, safety procedures and company policies.
- Ensure the smooth operation of computer systems, equipment and machinery. Arrange for maintenance and repair work.
- Operate and drive Flat bed, straight or articulate trucks, weighing over 4600kg with three or more axels, to transport goods and material to destinations.
- Oversee all aspects of vehicles, such as condition of equipment, loading, unloading and the safety and security of cargo.
- Perform pre-trip inspection of vehicle systems and equipment such as tires, lights, brakes and cold storage.
- Perform any emergency roadside repairs.
- Obtain special permits and other documents required to transport cargo on international routes.
- Record cargo information, distance travelled, fuel consumption and other information in log book or on-board computer.
- May drive as part of a two-person team or convoy.
- May drive lighter, special purpose trucks such as tow trucks, dump trucks, hydrovac trucks, or cement mixing trucks.
- Perform pre-trip inspections and oversee all aspects of vehicles, such as condition of equipment and loading and unloading of cargo.
- May perform the same duties as workers supervised.

Experience/Requirement:

- Diploma in logistic or equivalent
- Clean Drivers Abstract
- Clear Criminal record
- Must have 1 to 2 years FLATBED driving experience
- Knowledge in use of GPS/Satellite tracking
- Be willing to comply with company Drug & Alcohol Program
- Must be fluent in English.
- Must be able to submit previous employment certifications.

Note:

- Always indicate in your CV/resume the *position applied for, Job Order #* and your *Skype ID*.
- CVs/Resume files should be named in the following manner:
 - **Last Name, First Name - Position Applied for-Job Order #**
Example: *Sonaz, Emilio – Carpenter- 015*