

Logistics coordinator

Acumen Logistics Ltd

Job ID
50112

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LOCATION	DATE POSTED	EXPIRY DATE	
Delta, Delta, BC British Columbia	08-05-2026	04-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 31.50 per hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

We are looking for a full-time logistics coordinator to join our team. The interested candidates should possess strong organizational abilities, excellent communication and interpersonal skills, proficiency with logistics software and technology, effective problem-solving and critical thinking, attention to detail, and the capacity to manage time and prioritize tasks.

Languages Required – English

Hours Required– 35 to 40 hours per week

Vacancy- 1

****Work must be completed at the physical location. There is no option to work remotely****

How to apply: Send your resume at acumenlogistics8@gmail.com

Job Description

Tasks

- Compile orders and instructions received from customers
- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Oversee operational logistics of the organization
- Plan and organize operational logistics of the organization
- Revise type and quantity of materials required sent for production, construction and other projects
- Track and complete work orders
- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments
- Perform routine clerical duties
- Prepare and submit reports
- Provide customer service

- Dispatch personnel as required by emergency situations
- Follow-up on issues with work orders
- Keep track of shipments
- Organize and maintain inventory

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