

Transportation logistics coordinator

NRIP LOGISTICS LTD

Job ID
50474

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LOCATION	DATE POSTED	EXPIRY DATE	
7331 34 ST NW AB T6B 2W6, Edmonton, AB Alberta	15-06-2026	12-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

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
Track and complete work orders
Perform routine clerical duties
Prepare and submit reports
Arrange for maintenance and repair work
Perform general office duties
Provide customer service
Keep track of shipments
Maintain vehicle operator work records
Record mileage, fuel use, repairs and other expenses
Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment
Apply Via-jobs.nriplogistics@gmail.com

Job Description

Computer and technology knowledge
Word processing software
Database software
Spreadsheet
Quick Books
MS Windows
Service experience
Trucking

Additional information

Work conditions and physical capabilities

Ability to work independently

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Personal suitability

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication