

Logistics Coordinator

SERVEONE CANADA, INC.

Job ID
51219

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LOCATION	DATE POSTED	EXPIRY DATE	
5815 Outer Dr. Suite 500, Tecumseh, ON Ontario	24-08-2026	20-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 37/hr (40hrs per week)	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Requirements:

- Completion of high school required
- 2 year to less than 3 years of experience is required

Languages: English

Asset languages: Korean

Email resume to: sero.resume@hotmail.com

Job Description

Tasks

- Compile orders and instructions received from customers
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate activities with warehouse and production units
- Co-ordinate traffic flow of supplies
- Monitor production progress
- Prepare and maintain progress and other reports
- Organize and maintain inventory
- Arrange for shipping documentation and the tracking and tracing of goods in transit

Work conditions and physical capabilities

- Ability to work independently
- Work under pressure
- Attention to detail

Personal suitability

- Efficient interpersonal skills
- Organized

- Reliability

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