

Logistics Supervisor

Posted By: ACTIVE GREEN + ROSS

Location: Hamilton

Salary: \$34.15 Per Hour

JOB ID : RJ2619585

Posting Date : 25-Nov-2024

Expiry date : 24-May-2025

Education : College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language : English

Vacancies : 1

Years of Experience : 2 years

Job Type : Full Time

Job Description

Responsibilities

Tasks

- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Ensure smooth operation of computer equipment and machinery

Arrange for maintenance and repair work

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Recruit and hire staff

Train workers in duties and policies

Arrange training for staff

Conduct performance reviews

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

Organize and maintain inventory

Supervision

5-10 people

Storekeepers and parts clerks

Experience and specialization

Computer and technology knowledge

Inventory control software

Purchasing software

MS Excel

MS Outlook

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Attention to detail

Personal suitability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Team player

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: 138@activegreenross.com

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