

# Production And Logistics Coordinator

**Posted By:** White Rock Iron Products Ltd.

**Location:** Delta

**Salary:** \$29 Per Hour

**JOB ID :** RJ2506265

**Posting Date :** 01-Apr-2026

**Expiry date :** 28-Sep-2026

**Education :** Completion of a post-secondary certificate or diploma program of less than 2 years in business, supply chain, operations, project coordination, or a related field

**Language :** English

**Vacancies :** 1

**Years of Experience :** 3 years

**Job Type :** Full Time

## Job Description

**Position Title:** Production and Logistics Coordinator

**Employer:** White Rock Iron Products Ltd.

**Work Location:** 7403 Wilson Ave, Delta, BC V4G 1E5, Canada

**Wage:** \$29.00 per hour

**Hours:** 40 hours per week

**Terms of Employment:** Full-time, Permanent

**Vacancies:** 1

**Language of Work:** English

**Start Date:** As soon as possible

## Company Overview

White Rock Iron Products Ltd. is a structural and miscellaneous steel fabrication company serving projects across the Lower Mainland. We are committed to quality workmanship, reliability, and teamwork, and we maintain a collaborative environment where office, shop, and field teams work together to support efficient project delivery.

## **Job Summary**

White Rock Iron Products Ltd. is seeking a Production and Logistics Coordinator to support the planning and coordination of materials, production scheduling, internal workflow, and deliveries for structural and miscellaneous steel fabrication and installation projects.

## **Main Duties**

The successful candidate will:

- Coordinate and monitor operational logistics for steel fabrication and installation projects, including materials planning, procurement follow-up, and workflow tracking
- Work closely with the Production Supervisor and Project Manager to help schedule fabrication activities and prioritize work efficiently
- Liaise with shop personnel, site teams, suppliers, and internal departments to coordinate the movement of materials, components, and information between the shop, yard, and construction sites
- Maintain visibility over inventory levels, material requirements, shortages, and long-lead items to support project schedules
- Prepare purchase requests and purchase orders as authorized, follow up with suppliers, and track delivery commitments
- Coordinate shipping and delivery schedules for fabricated components and materials to job sites
- Maintain shipping records, delivery logs, and other supporting logistics documentation
- Prepare and maintain reports on production progress, materials status, scheduling issues, delays, and other operational indicators using manual or computerized systems
- Review shop drawings, written specifications, and production information to support materials tracking, production coordination, and revision control.
- Maintain organized project files, records, and internal coordination documents
- Perform other related logistics and coordination duties as required

## **Employment Requirements**

### **Education**

- Completion of a post-secondary certificate or diploma program of less than 2 years in business, supply chain, operations, project coordination, or a related field is required.
- A degree is an asset.

### **Experience**

- Minimum 3 years of experience in a coordination role involving production scheduling, materials coordination, purchasing, inventory, or operational logistics in a fabrication, manufacturing, or construction environment
- Experience preparing and following up on purchase orders, supplier timelines, and material status updates
- Experience coordinating deliveries, shipping records, and internal tracking of materials or components
- Experience reading shop drawings and maintaining revision or change tracking is an asset
- Experience coordinating RFIs and change orders is an asset

### **Skills**

- Proficiency in Microsoft Office, including Excel, Outlook, and Word
- Strong organizational skills and attention to detail

- Ability to manage multiple priorities in a fast-paced environment
- Strong communication and coordination skills with internal stakeholders and suppliers

## **Compensation and Benefits**

- Wage: \$29.00 per hour
- Extended health benefits
- Dental plan
- Life insurance
- Long-term disability coverage

## **How to Apply**

Please email your resume and cover letter to: [admin@whiterockiron.com](mailto:admin@whiterockiron.com)

## **Equal Employment Opportunity**

White Rock Iron Products Ltd. is committed to creating an inclusive and respectful workplace. We are an equal opportunity employer and welcome applications from all qualified candidates. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**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: [admin@whiterockiron.com](mailto:admin@whiterockiron.com)**

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