



Logistics Coordinator

Description

Logistics Coordinator is responsible for planning, organizing, and monitoring the movement of freight to ensure shipments are delivered safely, efficiently, and on time. Act as the main point of contact between customers, drivers, carriers, and dispatch personnel

Duties

Coordinate and monitor the movement of freight and transportation equipment.

Schedule and dispatch drivers according to customer requirements and delivery deadlines.

Communicate with drivers, customers, and carriers regarding shipment status.

Track loads and ensure on-time pickup and delivery.

Prepare and maintain shipping, dispatch, and transportation records.

Resolve transportation issues and service delays.

Monitor driver logs and transportation documentation for compliance.

Assist with route planning and load optimization.

Closing Date

July 31, 2026

Categories

Management

Employer

Prodigy enterprises inc

Location

Transcona

Address

Unit A4, 29 10th St Brandon,
R7a4e3

Job Type

Full-time

Education Level

High School

Wage

\$25.00 - \$28.00

Email

Negotiate rates and coordinate services with third-party carriers when required.

Prepare reports and maintain accurate records using transportation management software.

Qualification

Completion of secondary school is usually required.

A diploma or certificate in logistics, supply chain management, transportation, or business administration may be preferred.

Experience in transportation, dispatching, customer service, or logistics is an asset.

Strong organizational, communication, and computer skills.

elitemovingservicesinc@gmail.com

Phone

(020) 450-9860