



## Logistic Coordinator (Position-2)

### Description

#### EFL Transport Ltd.

|                             |                      |
|-----------------------------|----------------------|
| Position:                   | Logistic             |
| Coordinator (Position-2)    |                      |
| Terms of Employment:        | Permanent, Full      |
| Time                        |                      |
| Salary:                     | \$31.00 per hour for |
| 35.00 hours per week        |                      |
| Anticipated Start date:     | As soon as           |
| possible                    |                      |
| Location:                   | 1678 Church Ave,     |
| Winnipeg, Manitoba, R2X 2W9 |                      |
| Education:                  | Secondary School     |
| Experience:                 | 7 months to less     |
| than 1 year in Trucking     |                      |

#### Job Duties:

- 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

### Closing Date

November 10, 2026

### Categories

Transport and Equipment Operators

### Employer

EFL Transport Inc

### Location

Assiniboine South

### Address

1678 Church Ave  
Winnipeg, R2X 2W9

### Job Type

Permanent

### Education Level

High School

### Email

careerwithefl@gmail.com

- Track and complete work orders
- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments
- Prepare and submit reports
- Ensure smooth operation of computer equipment and machinery
- Arrange for maintenance and repair work
- Ensure accuracy of completed time sheets, payroll and other summaries
- Ensure proper functioning of equipment
- Maintain work records and logs
- Monitor personnel workloads and locations
- Perform general office duties
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Prepare and maintain progress and other reports
- Provide customer service
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Dispatch personnel according to schedules and work orders
- Dispatch personnel as required by emergency situations
- Follow-up on issues with work orders
- Keep track of shipments
- Knowledge of cross border dispatching regulations and practices
- Knowledge of highway trucking and associated rules and regulations
- Maintain vehicle operator work records
- Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
- Record mileage, fuel use, repairs and other expenses
- Respond to urgent calls from individual who find themselves in life threatening situation and who require assistance
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

How to apply:

Email: [careerwithfl@gmail.com](mailto:careerwithfl@gmail.com)

Phone: [\(204\) 416-7460](tel:(204)416-7460)