



# Convoy Supply Construction Materials

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Position: Dispatcher / Logistics Coordinator

Location: Ottawa

Full-time 40h/week

## Objectives

We are looking for an outgoing and professional Dispatcher/Logistics Coordinator for our Ottawa, ON Branch. In this role, you are the critical hub of communication between our sales, warehouse, and driver teams, and our customers in the field.

## Responsibilities

- Supervise and coordinate the loading/unloading, delivery, and transfer of product
- Help Coach and develop staff to meet organizational goals.
- Communicate effectively with all internal and external customers.
- Ensure product has been processed/recorded according to bills of lading prior to leaving warehouse
- Co-ordinate daily production requirements.
- Work effectively with all aspects of our computerized distribution systems.
- Ensure adherence to all safety and security procedures.
- Help maintain a clean and organized warehouse.
- Ensure staff are complying with health and safety initiatives, policies and procedures.
- Provide timely information regarding inventory levels in the yard and warehouse.
- Provide innovative ideas, lead team building, and contribute to warehouse projects and audits.
- Other duties as assigned.

## Qualifications

- 3 years of experience in operations and / or logistics management
- Knowledge of Ottawa and the surrounding area would be an asset.
- Experience in the drywall, roofing, or building materials industry would be an asset.
- Excellent verbal and written communication skills are essential.
- Experience in supervising and successfully leading groups of 10, or more
- Experienced with WHMIS and TDG
- Level 1 First Aid (preferred)
- Proven leadership for successful day to day operation of warehouse facilities
- Ability to plan, direct, and coordinate daily routines in the organization and processes for product receiving, storing and shipment
- Ability, and desire, to meet customer expectations
- Track record of identifying and resolving issues and ability to identify and implement cost reductions a definite plus.
- Should be able to drive a forklift and lift up to 75 lbs.

All interested candidates can email their resume to : [hiring@convoy-supply.com](mailto:hiring@convoy-supply.com).