



Retail Logistics Canada, a leader in the Specialized Transportation Industry, is opening their doors to welcome a Junior Logistics Coordinator to join our growing team. The successful candidate will be responsible for managing shipping routes, delivery schedules, project coordination, all the while focusing on our primary service: CUSTOMER SATISFACTION!

In order to maintain our primary focus, the candidate must be able to work closely with other team members, be highly organized and be able to adapt to unexpected changes and requests.

Junior Logistics Coordinator responsibilities include;

- Manage the maintenance, preparation and routing of customer orders
- Prepare accurate documentation
- Communicate with partners to ensure pickup and delivery schedules are met
- Respond to customer inquiries and refer clients to the appropriate channels
- Ensure quality of all services and processes within the facility

Junior Logistics Coordinator skills required;

- High school diploma/GED required (Diploma of college studies preferred)
- Experience in customer service or logistics management is an asset
- Excellent communication and problem solving skills
- Medium to Advanced Computer skills is a plus
- Bilingual French and English written and spoken necessary

In return, we can offer an industry salary, health benefits package, room for growth and a friendly work environment.

Location: Lachine, PQ

Hours: Full-time, Monday to Friday

Salary: Based on experience

If you possess these skills and you want to excel as a junior logistics coordinator and progress, we are looking forward to hearing from you.

Build a future with us. Apply today!

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