



MJW Transportation & Logistics is a transportation and logistics company, and we are committed to attaining the most optimal solutions for our customers. Based in Oakville, Ontario, our team caters to the needs of manufacturers and businesses throughout North America. We have an opening for 1 full-time position of logistics supervisor.

### **New Hiring: Logistics Supervisor**

#### **Job Duties:**

- Assign, supervise and evaluate the work of workers engaged in supply chain logistics
- Train workers in job duties, safety procedures and company policies
- Establish work schedules and procedures
- Coordinate work activities with other work departments
- Determine best methods of shipment, arrange for pick-ups and prepare delivery related documents
- Plan and manage supplies and materials
- Resolve work related problems and freight issues
- Report and record accidents and damage claims
- Prepare and submit progress reports
- Maintain work related records and documentations
- Ensure smooth operation of work-related equipment and arrange for maintenance and repair work

#### **Wage and Work Hours:**

- \$25 per hour
- Full-time, 40 hours per week

#### **Work Location:**

- 2788 Portland Drive, Oakville, ON L6H 6R4

#### **Requirements:**

- Education: at least secondary school diploma is required
- Experience: at least 3 years of work experience in supply chain logistics is required
- English language ability is required

#### **Skills Requirements:**

- Good computer skills eg. MS Office, emails
- Strong communication skills
- Attention to details
- Ability to work independently and as part of a team
- Ability to work under pressure
- Ability to meet tight deadlines



To apply for this job opportunity, please send your resume and cover letter by email to [mjwoakville@gmail.com](mailto:mjwoakville@gmail.com)