

**Position Title:**

Project Logistics Coordinator

Position Location:

Richmond, British Columbia

Job Summary

Reporting to the Construction Manager, the Project Logistics Coordinator will support the administration and execution of project activities in the area of logistics and inventory management.

Key Responsibilities:**Project Logistics**

- Assembling project specific packaging and shipping requirements.
- Reviewing vendor packaging and shipping standards.
- Arranging shipments and preparing shipping documents.
- Monitoring and expediting shipments.
- Maintaining and distributing records of delivery receipts and receiving reports.
- Occasionally assembling, packing and loading shipments.
- Receiving deliveries and checking completeness and condition of materials.
- Maintaining schedule and quantities of project shipping forecasts.
- Preparing storage and maintenance plans for received equipment and material.
- Negotiating freight costs and optimizing efficiency in shipping.
- Providing project manager with recommendation of freight carrier and costs for review.
- Working with buyer to issue contracts or PO's for freight.

Construction Logistics

- Co-ordinating and making travel arrangements for the construction crew and project staff.
- Maintaining records of project delivery routes, access requirements, and travel safety requirements.
- Managing bookings for hotels and rental accommodations.
- Managing and arranging for equipment rentals according to project needs and schedule.
- Ensuring shipping and receiving procedures are followed at sites and records are kept and filed appropriately.
- Maintaining inventories of construction equipment.



- Recording and communicating storage requirements to construction supervisors and crew.
- Arranging the regular maintenance of construction equipment and keeping records up to date.
- Arranging transportation and storage of construction equipment.

Key Qualifications:

- Diploma or Certificate in business administration or related field, preferably in logistics management.
- Minimum two (2+) years of direct experience with inventory and logistics management.
- Working knowledge of transportation and storage of hazardous materials.
- Working knowledge of the transportation of mechanical equipment and steel components.
- Proficiency in Excel; working knowledge of Microsoft Project or Primavera would be an asset.

About STT Enviro Corp

At STT Enviro Corp we are continually seeking innovative and ambitious individuals to join our team. Offering a great client experience for our customers begins with creating a great workplace for our employees.

As an employee of STT Enviro Corp you can expect to work in an environment that offers professional growth, mutual-respect and collaboration. We encourage our employees to bring a desire to change and improve both what we do, and what they do, so that as a company and as individuals we can continually raise the bar in excellence.

Are you smart, innovative and empowered by working as a team? If you aren't afraid of new challenges, raising the bar of excellence and have a real commitment to the ambition and values we have, then we want to hear from you.

Please send your resume to careers@sttenvirocorp.com

We thank all candidates interested in joining the STT Enviro Corp team; however only those candidates selected for an interview will be contacted.