



**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](mailto: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.