

Logistics Supervisor (Full time permanent position)

The Logistics Supervisor is responsible for overseeing the logistics operation and providing coaching, development and training to all direct reports.

Responsibilities:

- Establish proper work methodology
- Inform and train all employees on new procedures
- Provide coaching, development and training to all direct reports
- Develop and maintain a cooperative environment with the employees
- Verify and validate clients' requirements
- Prepare quotations for new projects
- Insure quality of work
- Validate all reports before transmitting the information
- Prepare reports for inventory reconciliation
- Validate all monthly reports
- Update training manuals
- Validate the action plans for staff training
- Prepare the annual performance reviews
- Coordinate meetings between staff members and managers
- Coordinates all updates in regards to the quality assurance system
- Assist staff members when required
- Actively participate in the interview process
- Assist manager in all related tasks

Requirements:

- Postsecondary education in business or in related discipline
- Proficiency in computer based office applications
- Minimum 3 years of work experience in similar role.
- Experience in staff supervision
- Excellent communication skills (verbal and written) in both French and English
- Good project management skills.