

Supply control co-ordinator

1215 - Supervisors, supply chain, tracking and scheduling co-ordination occupations

Design Rezolution Ltd. Edmonton, AB

Vacancies

1

Job start date

As soon as possible

Wage

\$28/ Hour

Hours

40 Hours / Week

Marketed to

Students, Indigenous Peoples, Newcomers to Canada

Terms of employment

Permanent, Full time

Employer

[Design Rezolution Ltd.](#)

SKILLS

Work setting

Retail business

Work conditions and physical capabilities

Fast-paced environment, Work under pressure, Tight deadlines, Handling heavy loads, Attention to detail

Transportation and travel information

Own transportation

Ability to Supervise

1 to 2 people

Own Tools/Equipment

Cellular phone

Personal Suitability

Accurate, Client focus, Effective interpersonal skills, Excellent oral communication, Excellent written communication, Team player, Reliability, Organized, Judgement, Initiative, Flexibility

Business Equipment and Computer Applications

Electronic scheduler, Inventory control software, Purchasing software, MS Excel, MS Word, MS Outlook, MS Windows

Specific Skills

Establish work schedules and procedures, Prepare and submit reports, Resolve work related problems, Requisition or order materials, equipment and supplies, Co-ordinate, assign and review work, Plan, organize and oversee operational logistics of the organization

Weight Handling

Up to 9 kg (20 lbs)

Workers Supervised

Transportation route and crew schedulers, Shippers and receivers

Education

Secondary (high) school graduation certificate or equivalent experience

Experience

1 year to less than 2 years or equivalent supervised experience

Languages

English

Mandarin as asset

HOW TO APPLY

By mail

10023 115 st
Edmonton AB
T5K 1S8

By email

designresolution.info@gmail.com