

JOB DESCRIPTION

LOGISTICS:

The purpose for logistics position is to work in transportation or warehousing goods, process orders and oversee the cycle of order fulfillment, make sure supplies, stocks, materials, packages, and/or products are processed through the delivery and/or warehouse efficiency and safely.

Logistics Tasks:

- Facilitate the shipping of products from one destination to another
- Arrange transportation, schedules staff, and orchestrates deliveries to meet customer demand with little or no delay
- Receives products and coordinates delivery
- Prepares loads for shipment
- Takes steps to avoid quality control issues
- Makes sure warehouse capacity is kept to optimal levels
- Manages activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met
- Oversees inventory of goods and vehicles
- Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible
- Streamlines shipping and transportation processes

Logistics Requirements:

- Bachelors or Associates Degree in Transportation and Logistics
 - 2-3 years of experience as a dispatcher and customer service in similar industry
 - Proficiency in office software, including Microsoft Word, Excel, and Outlook Express
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DISPATCH:

Fleet dispatchers track and manage drivers. They assign drivers routes, destinations, and timelines, as well as keep in touch with drivers who are on the road. Dispatchers interact with clients and drivers to keep up-to-date information on routes and schedules. Because a dispatcher interacts with the client to address any concerns or route changes, some customer service experience is helpful. Dispatchers usually work out of a company office managing digital/physical route and driver files and answer calls from the fleet and customers. Dispatchers also are often the first level of fleet manager. They monitor driver's schedules, keep track of substitute drivers, and assign them to routes when they are needed. They ensure that client and legal obligations are met. Dispatchers also are often in charge of ordering regular maintenance on vehicles by coordinating with either the in-house mechanics division or a third-party source. A dispatcher's work schedule often depends on the company's delivery schedule, as there is a need for a dispatcher on call whenever a driver is on the road. The trucking and transportation dispatcher position usually exists within the wholesale, warehousing, or third-party delivery

business. A minimum of a high school diploma is desired for the fleet dispatcher role. Having customer service, managerial, and phone-routing experience is more important for this role than higher education.

Dispatch Tasks:

- Dispatch drivers for shipment pick-ups and deliveries
- Update shipment tracking system and maintain timely data integrity
- Prioritize time sensitive cargo
- Notify drivers of pick-up and delivery as assignments
- Communicating with customers about freight details, delivery, or pickup times, and special handling requests
- Keeping track of transportation regulations and laws and ensure the drivers comply
- Generating freight bills and invoices
- Reviewing drivers' logs, including dispatch calls and arrival times

Dispatch Requirements:

- High School Diploma (Bachelors or Associates Degree in Transportation and Logistics would be advantageous)
 - 2-3 years of experience as a dispatcher and customer service in similar industry
 - Proficiency in office software, including Microsoft Word, Excel, and Outlook Express
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DRIVER:

We are looking for an experienced truck driver to serve our supply chain logistics department in a safe and timely manner. The truck driver responsibilities include: transporting finished goods and raw materials over land to and from manufacturing plants or retail and distribution centres, inspecting vehicles for mechanical items and safety issues and perform preventative maintenance, planning routes and meeting delivery schedules.

Driver Tasks:

- Transport finished goods and raw materials over land to and from manufacturing plants or retail and distribution centres
- Inspect vehicles for mechanical items and safety issues and perform preventative maintenance
- Plan routes and meet delivery schedules
- Document and log work/rest periods and kilometres spent driving and retain fuel/toll receipts
- Input "macros" into our automated system for each stage of the loading and unloading process
- Comply with truck driving rules and regulations (size, weight, route destinations, parking and break periods) as well as with company policies and procedures
- Maneuver trucks into loading or unloading positions
- Collect and verify delivery instructions
- Report defects, accidents or violations

Driver Requirements:

- Valid Class 1 license, Passport, and US Visa
 - Provide trucking school diploma
 - Prove work experience as a truck driver
 - Ability to drive long hours and travel regularly
 - Extensive knowledge of applicable truck driving rules and regulations
 - No recent moving or driving violations
 - Hands on experiences with electronic equipment and software (GPS, AVL units, etc.)
 - Adaptability and foresight to handle unexpected situations (traffic, weather conditions, etc.)
 - Willing to submit to background/drug check and provide employment recommendations
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MECHANIC:

Truck mechanics inspect and repair various types of trucks and dispose issues in order to implement proper solutions. Mechanics have variety of duties, including consulting with customers to determine required work, identifying mechanical problems through testing and interpreting the results, and repairing and replacing mechanical and electrical parts and components. Mechanics must be detail oriented, mechanically inclined, and able to serve and communicate with customers effectively. Mechanics must also have necessary physical strength to perform daily job duties, such as living and using heavy tools and equipment.

Mechanic Tasks:

- Perform routine maintenance on trucks such as checking batteries and changing oil to ensure proper vehicle running
- Inspect various parts of trucks, including brake systems, wheel bearings, and steering mechanisms to ensure they are in proper condition to operate effectively
- Use difference tools and equipment, such as pressure gauges, pneumatic wrenches, welding equipment, screwdrivers, hoists and jacks, to repair trucks while constantly utilizing safety precautions
- Diagnose malfunctions in defective equipment by inspecting and testing using devises such as motor analyzers, handheld computers and chassis chats to determine how to address problems
- Test driver vehicles to ensure they are running properly and to find issues to determine what solutions will be
- Replace parts, valves, bearings and gears as needed and repair vehicle cooling and heating systems
- Measure vehicle emissions to ensure they are in the proper limits
- Ensure parts conform to factory specifications by inspecting and verifying clearances and dimensions

Mechanic Requirements:

- High School Diploma or equivalent

- Technical certification or degree
 - 2-3 years experience as a diesel mechanic
 - Experience working with diagnostic computers
 - Must be able to lift heavy equipment and parts regularly
 - Excellent customer service skills
 - Must be comfortable working in awkward positions or cramped spaces
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