

Marco is one of the largest Atlantic Canadian based general contractors. We operate in the retail, commercial, recreational, multi-residential, entertainment, health care, educational and light industrial sectors as design builders, construction managers, and general contractors. Due to the recent award of a major P3 project, we are seeking applications for the following position in Corner Brook, NL:

Logistics Coordinator – Corner Brook Acute Care Hospital Project

Reporting to the Site Superintendent, you will be responsible for the overall management of project deliveries and site logistics. This will be a full-time position for the duration of the project.

Duties and Responsibilities include, but are not limited to:

- Organizing, track, and coordinate the delivery of project materials.
- Receiving materials, confirming the condition of materials, and maintaining a detailed inventory system, all with minimal supervision
- Auditing waste (construction debris) management systems and areas on site and coordinate dumpster pickups.
- Notifying the Project Manager and/or Site Superintendent of the impact that transportation/logistics has on various project objectives.
- Assisting in the preparation of logistics documents and maintenance of records.
- Assisting in the preparation of Requests for Quotations for logistics and freight forwarding services.
- Assisting in the tabulation and evaluation of transportation/logistics bids and planning for requirements for site access and safely loading and unloading
- Assisting in the maintenance of transportation/logistics documents.
- Performing additional duties, responsibilities, and special projects as may be directed from Management.

Job Qualifications:

- Strong computer skills with proficiency working with MS Office, including Word, Outlook and Excel.
- Self-motivating and the ability to work without close supervision.
- Attention to detail
- The ability to prioritize jobs and work under tight time restraints and adapt to change in the workplace.
- Excellent communication skills
- A Class 5 Driver's License required.

Marco offers a competitive compensation package; a corporate wellness program; a diverse work environment; full health benefits and pension; continuing education; and the opportunity for advancement. This is a great opportunity for individuals who wish to join a strong, successful and highly respected growing team.

If this opportunity matches your experience and interest, please forward your resume and salary expectations to: mfowlow@marcogroup.ca. We thank you for all applicants for their interest; however, only those applicants selected for an interview will be contacted.