



**Title:** Logistics Coordinator

**Location:** 3735-8th Street Nisku, AB

At Star, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

### **Job Overview**

Reporting to the Logistics Manager, as the **Logistics Coordinator** you will oversee and coordinate the processing of incoming goods, assembly of job orders and dispatch of deliveries in a safe and efficient manner to exceed customer expectations.

Your day-to-day responsibilities will include:

- Coordinating with drivers to maintain effective shipping and receiving of products for accuracy and timeliness.
- Analyzing and planning daily shipping schedules including allocation of orders.
- Monitoring the delivery schedules and making adjustments to the expected delivery when necessary.
- Verifying received or returned products, and reporting discrepancies to the Purchasing department if necessary.
- Assisting the Purchasing department with product pick-up from suppliers.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

### **Essential Requirements**

- High School Diploma, or equivalent.
- Minimum 1 year of relevant logistics/dispatching experience.
- Valid driver's licence and access to reliable vehicle.
- Satisfactory verification of criminal record check.
- Comfortable using Microsoft Office Programs (Outlook, Word, Teams, SharePoint, PowerPoint and Excel) and logistics software (BisTrack) or similar.

### **Preferred Qualifications**

- Previous experience in the building materials or manufacturing industry is an asset.

### **What We Value**

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Taking responsibility for the outcomes of decisions and actions.

**Work Conditions**

You primarily work in an office setting during regular business hours with travel to the yard required on a frequent basis. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime may occasionally be required.

**About Us**

For more than four decades, Star Building Materials has dedicated itself to excellence and innovation in the construction industry. We explore new processes and methods to help you improve efficiency, manage project costs, and reduce waste, while developing new manufacturing methods to continually improve the quality of our products.

Formerly known as Leduc Truss, we proudly joined the Qualico Group in 2006. As one of Western Canada's largest real estate development companies, Qualico represents the longevity and commitment to service we value, allowing us to remain a trusted supplier of building components with the strength of Qualico behind us.

Our new 35,000 square foot production facility is equipped to design and manufacture quality roof trusses and engineered wood products for your residential, commercial, or agricultural projects. We employ forward-thinking staff with the expertise to maximize your profits and enhance the quality of your buildings.

Proudly serving the Greater Edmonton Area, Central, and Northern Alberta regions. To learn more, click [here](#).

**Closing date:** August 22, 2025

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