



Title: Logistics Coordinator

Location: 292109 Prime Close, Rocky View County, AB

Shift: Monday-Friday, 5:30am-2:00pm

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

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

Closing date: September 22, 2025

[Apply Here](#)