

## **POSTING (BCGEU)**

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**JOB TITLE:** Delivery and Logistics Assistant  
**STATUS:** Permanent Full-Time  
**AREA OF WORK:** Across all sites  
**DAYS OF WORK:** Monday – Friday  
**HOURS OF WORK:** 8 am – 4 pm  
**GRID LEVEL:** 12 - JJEP Wage Grid

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**Job Summary** A Logistics Coordinator is someone who organizes the storage and distribution of goods for all Housing and Shelter sites. Their duties include ordering, organizing, distributing and storage of goods, planning to consolidate site volumes, and managing the supply plans with Coordinators and Operational managers.

### **Functions & Responsibilities**

1. Understanding planning, warehouse management and inventory systems.
2. Planning, coordinating, and monitoring logistics operations such as inventory, transportation, and supply chain processes.
3. Oversee the day-to-day operation of the warehouse by ensuring that the necessary required items are in place.
4. Maintaining reports and records of inventory and reviewing inventory needs and keeping adequate stock.
5. Ensuring the tidiness of the warehouse.
6. When needed, instruct new delivery drivers on various delivery routes
7. Discuss product requirements with building coordinators and suppliers.
8. Completes and maintains related records such as daily logs.
9. Inspect delivery vehicles, and report defects, accidents or violations.
10. Deliver various items such as furniture or supplies manually and/or using aids like dollies and carts.  
Operates a motor vehicle to pick up and move goods and supplies. Arrange furniture for special events.
11. Keep all receipts, mileage and logbooks up to date for every delivery.
12. Collect and verify delivery instructions. Maneuver vehicle into loading and unloading positions.
13. Performs other related duties as required.

### **Education, Training & Experience**

1. Grade 10, plus valid BC Class 5 Driver's license.
2. Six (6) months of recent related experience. Or an equivalent combination of education, training and experience.

### **Skills & Abilities**

1. Physical ability to carry out the duties of the position.
2. Able to work independently with minimal supervision, exercise initiative and good judgment
3. Ability to operate a vehicle and related equipment.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to organize and prioritize.

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Posting: 2025 - #145

Date: July 15, 2025

6. Good time management skills

This position is open to all qualified individuals and requires membership in the Union. The successful applicant is not required to operate their own vehicle to perform the position's duties.

**APPLY BY: July 22, 2025, at 5 pm**

**APPLY TO: [hr@communitybuilders.ca](mailto:hr@communitybuilders.ca)**