



# LIVINGSTONE LANDSCAPING

Quality, Creativity & Technical Expertise

204.578.5291

WWW.LIVINGSTONELTD.COM

## Supply and Logistics Coordinator

Province Manitoba

City Brandon

Job type Full-time

Country Canada

Job category Office

Compensation range 20.00 - 25.00

Please apply at

<https://livingstoneltd.applytojobs.ca/office/13214>

**Livingstone Landscaping Ltd.** is the largest Landscaping Firm operating in Southwestern Manitoba & Southern Saskatchewan, with our office based in the City of Brandon. We pride ourselves in our exceptional customer service and outstanding team of employees. We offer a rewarding, friendly environment with great health benefits and competitive wages.

**Job Title:** Supply and Logistics Coordinator

**Wage:** \$20-25/hour (*Dependent on education and experience – Possible salaried position*)

**Tentative Start Date:** ASAP

**Suggested Schedule – Monday to Friday with additional hours during busy season**

**Reports to:** Division Managers and Store Manager

**Purpose:** Manages the ordering of product for landscaping and logistics

### Duties and Responsibilities:

- Organize job folders to ensure material is ordered and installer timelines can be met
- Order materials for landscape folders and job timelines
- Communicate with Project Managers on required materials for jobs
- Communicate with vendors on timelines and backorders
- Organize brick trucks for pick up at supplier
- Coordinate with Livingstone Driver or external couriers
- Discuss findings Inventory Control Clerk, Accounting, Project Management
- Coordinate delivery of materials to site as required; directing Yard Operator to complete
- Bi-weekly inventory updates to managers
- Direct the Yard Operator on material intake and deliveries
- Tagging and labelling inventory
- Communicate with manager on sale of product in Retail Store
- Collect pick tickets from project managers for projects
- Book equipment rentals for projects as required

### Qualification Requirements:

- Ability to read and understand project drawings and material takeoffs
- Strong understanding of construction timelines
- Extensive understanding of Hardscape or Softscape materials
- Ability to effectively lead and support a team environment
- Strong communication and leadership skills



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- Capable of operating a forklift and loading & unloading palletized materials
- Capable of managing inventory
- Working independently and as part of the management team
- Other duties as assigned
- Office 365, Outlook, Microsoft Teams and Excel
- Experience in landscaping/construction field
- Experience documenting and managing vendors, purchase orders and material orders
- Minimum Valid Class 5 DL

#### **Additional Assets:**

- minimum 3 years' experience running equipment
- Forklift Certification/License

#### **Physical Conditions:**

The duties of the Supply and Logistics Coordinator are carried out primarily in an outdoor setting.

- Uses hands, arms and shoulders when using various types of equipment (daily).
  - Lifts and/or move up to 80 lbs. (occasionally).
  - Ability to cross on uneven ground
  - Ability to work outside for long periods of time
  - Sits at a desk using keyboard and office equipment (daily).
  - Uses hands, arms and shoulders when using various types of office equipment (daily).
- Capable of heavy lifting

#### **Psychological/Stress Conditions:**

The position Supply and Logistics Coordinator workload and environment does not generally increase employee emotional or stress levels.

- Interruptions and requests from multiple areas (daily).
- Multitasking (daily).
- Repetitive movements
- Job demands versus time constraints (daily).
- Periods of intense concentration when meeting deadlines and during peak periods.

#### **Work Conditions:**

The Supply and Logistics Coordinator works independently and in a team environment.

- Works in a shared and consultative manner with other employees (daily).
- Wide variety of tasks requiring the ability to manage multiple unrelated projects and make independent decisions (daily).
- Self-motivated and quality driven to perform independent projects (daily).



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Note: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent. The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

The conditions described are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Successful candidate will be required to do a Police Information Check (PIC).**

**We appreciate all applicants, however, only those candidates who qualify for an interview will be contacted.**