



COME DO
GREAT THINGS
WITH US

LOGISTEC

Operations Coordinator

Do you want to play a key role in operations? Your place is with **LOGISTEC** as an **Operations Coordinator** to join our Operations team in **Contrecoeur**.

Seize this opportunity and come achieve great things with us!

What are the benefits of working at LOGISTEC?

- Competitive compensation
- Generous benefits package
- A pension plan with equal contributions from the company
- Career growth and development opportunities
- An employee assistance program
- A mentorship program to help you succeed
- Personalized training to update and enhance your skills

What will your days look like as an Operations Coordinator?

- Prepare and send billing documents; coordinate supporting documentation; respond to customer inquiries
- Approve invoices with or without purchase orders; collaborate with the accounts payable department; resolve payment issues
- Monitor Key Performance Indicators (KPIs) daily; compile operational data; generate annual reports
- Verify inventories and timesheets; generate weekly and monthly reports; support payroll and certification management

- Supervise administrative clerks; follow up on tasks; assist the team in resolving daily challenges

To succeed as an Operations Coordinator, you must have:

- A bachelor's degree in administration, accounting, or a related field
- A minimum of 3 years of experience in a similar role
- Proficiency with office tools and management systems
- Strong organizational skills, autonomy, and the ability to manage multiple priorities
- Good communication and problem-solving skills

Why LOGISTEC?

At LOGISTEC, we strive to be a world-class multipurpose terminal operator and provider of logistics services, delivering strong performance through safety, collaboration, and excellence.

We are proud of our roots and achievements over the years. Our culture, built on a rich heritage, has been passed down from generation to generation through creativity and collaboration. LOGISTEC owes its reputation as a valuable and reliable partner to its ingenious, proud, and passionate employees.

Diversity helps us grow, and inclusion and accessibility drive us forward. When everyone is included — no exceptions — we can achieve great things together. That's why we continue to strengthen our commitment to pay equity, inclusive recruitment and development, and accessible environments for all.

For ease of reading, the masculine form is used generically throughout this document.

Since we operate in North America, bilingualism is essential for this position.

Interested in this position? Don't wait! Apply directly on our website and take the next step toward joining our team: <https://careers.logistec.com/logistec-careers-home/jobs/3817?lang=en-us&previousLocale=en-US>