

The Cahill Group is one of the largest multi-disciplinary construction companies in Canada, with operations from Newfoundland to Alberta. We believe in taking care of our people with rewarding career opportunities, competitive compensation packages, and a dynamic working environment.

### **Materials & Logistics Coordinator**

The Cahill Group is currently recruiting for a Materials & Logistics Coordinator to manage ongoing projects In Corner Brook, NL.

#### **Responsibilities**

- Plan the delivery of material to/from project sites.
- Maintain a safe operation in accordance with the Cahill safety philosophy.
- Organize the yard laydown areas.
- Oversee the loading/unloading of equipment and material in the yards.
- Work with other members of the Logistics and Asset management team to optimize activities.
- Aid in the continuous improvement and streamlining of all material movement and storage.
- Ensure that all protocols and systems are followed and documented appropriately.
- Assist in the purchasing of parts and materials, coordinate rental equipment and materials, and liaise with suppliers.
- Assist Procurement team on issues regarding delivery arrangements, repairs, damaged goods, etc.
- Compiling relevant paperwork, update computer systems, assist in the preparation of budgets, and ensure documentation is produced in a timely manner.

#### **Qualifications**

- A technical diploma in a related field or equivalent education and experience.
- A solid safety ethic with knowledge of how to safely handle truck loading using various yard equipment.
- Knowledge of the regulations related to truck transportation of material in NL and ideally Atlantic Canada.
- Excellent verbal and written communication and presentation skills.
- Demonstrated experience using computerized material tracking software.
- Extensive knowledge in Microsoft Excel, Word, PowerPoint, and computer tracking systems.
- Positive collaborative work style.

If you are interested in joining our growing team, please apply in confidence to [employment@cahill.ca](mailto:employment@cahill.ca), quoting competition **CCE-CB-MLC-07-20**. Cahill is an equal opportunity organization. While we thank all applicants for their interest, only those under consideration will be contacted.