



Junior Logistics Coordinator

Location: GTA

Full-time Employment

Job Description:

The **Junior Logistics Coordinator** supports the Logistics team in the accurate and timely execution of distribution activities across Canada and US. This role focuses on organizing distribution data, coordinating shipments, preparing documentation, and supporting internal and external stakeholders to ensure efficient, cost-effective delivery of goods.

The Junior Logistics Coordinator is responsible for maintaining accurate logistics information, tracking shipments, managing documentation, and supporting freight costing and billing. This role escalates issues early and provides vacation coverage as required, while building the foundational skills needed to manage logistics activities independently over time.

Key Responsibilities:

- Manage distribution activities across Canada
- Clean up and standardize supplied distribution lists into carrier-ready formats
- Merge multiple distribution lists into a single consolidated list when required
- Organize and maintain accurate distribution lists
- Create shipping labels using internal systems and external carrier software
- Prepare, organize, and maintain Bills of Lading (BOLs)
- Communicate with internal teams and external partners to ensure organized and timely shipments
- Track all shipments and monitor delivery status
- Provide tracking information to clients in their required format
- Distribute Proofs of Delivery (PODs) to appropriate stakeholders
- Follow up and support resolution of shipment delays, damages, or discrepancies
- Prepare and verify shipping documentation, including customs paperwork when required
- Ensure the most economical distribution solutions are used
- Collect logistics costing for estimates
- Collect, verify, and reconcile final logistics costs for billing
- Provide vacation coverage and support for the Logistics department
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Qualifications:

- Post-Secondary Education
- 1–3 years logistics, distribution, shipping, or supply chain experience
- Strong attention to detail and organizational skills
- Clear written and verbal communication skills
- Strong interpersonal skills
- Ability to manage multiple priorities in a fast-paced environment
- Willingness to learn, ask questions, and follow structured workflows
- Proficiency in Microsoft Office and Google Suite (logistics, carrier, or ERP systems an asset)

Salary: \$45,000 - \$55,000

Application Deadline: March 6th, 2026

Send Applications to: hr@godinproductions.com

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