

Transportation Coordinator

CALMAR TRANSPORT

Job ID
10449

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/10449>

LOCATION	DATE POSTED	EXPIRY DATE	
Rocky View, AB T1X 0K1, Rocky View, AB Alberta	12-08-2026	08-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 33.00 to 36.00 hourly	3 years to less than 5 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Transportation Coordinator

Calmar Transport Inc

Job details

- Location: Rocky View, AB T1X 0K1
- Work location: On site
- Salary 33.00 to 36.00 hourly (To be negotiated) / 30 to 35 hours per week
- Terms of employment: Permanent employment Full time
- Evening, Morning, Day
- Starts as soon as possible
- Vacancies: 1 vacancy

Overview

Languages

English

Education

- College/CEGEP

Experience

3 years to less than 5 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

- Develop specific plans to prioritize
- Oversee operational logistics of the organization
- Plan and organize operational logistics of the organization
- Revise type and quantity of materials required sent for production, construction and other projects
- Co-ordinate activities with other work units or departments
- Monitor movement of supplies and materials between departments

- Prepare and submit reports
- Arrange for maintenance and repair work
- Ensure accuracy of completed time sheets, payroll and other summaries
- Maintain work records and logs
- Prepare and maintain progress and other reports
- Knowledge of cross border dispatching regulations and practices
- Process and transmit information and instructions to co-ordinate the activities of vehicle operators and crews using dispatching equipment
- Record mileage, fuel use, repairs and other expenses
- Schedule assignments and co-ordinate activities of vehicle operators, crews and equipment

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

- Offers mentorship, coaching and/or networking opportunities for youth

Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Support for mature workers

- Applies hiring policies that discourage age discrimination

Supports for visible minorities

- Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email

calmartransport17@gmail.com