



Logistics Coordinator (Delivery Driver)

Established in 1989, Terlin has become a leader and innovator in full-service construction for retail, commercial, and institutional clients. Distinguished by their end-to-end approach and unparalleled reputation for quality and reliability, Terlin's state-of-the-art facility houses their custom Millwork shop which provides an exclusive focus on the specialized needs of their clients. From design through construction and service, Terlin handles every aspect of interior construction and delivers outstanding and consistent results.

The Terlin Team is a talented and driven group of experts, tradespeople, designers, and project managers. In addition to their skilled partners and sub-trades, Terlin's complete team is made up of close to 200 dedicated individuals – each committed to making customer service and satisfaction their highest priorities. **And they are always looking for great people to join their team!**

The Opportunity

Terlin is currently searching for a fulltime, experienced, and dynamic **Logistics Coordinator** to join our successful team. The environment is fast-paced and growth-oriented – ideally suited for individuals who like to take charge and are driven to build on current successes.

Responsibilities

The Logistics Coordinator is an integral member of the team – responsible for transporting items in a safe, timely manner. The role will also require collaborating with the office and site staff as well as a commitment to safety while professionally providing excellent customer service.

Specifically, the Logistics Coordinator will be responsible for:

- Establishing and maintaining outstanding relations with Terlin employees and customers.
- Loading, transporting, delivering, and unloading high-quality products to site staff / customers in a safe, courteous, professional, and timely manner.
- Reviewing logistical requirements before and after delivery to ensure that orders are accurate, complete, and the recipient is satisfied.



- Determining placement of merchandise, following safety and lifting protocols during deliveries, and conducting safety reviews.
- Complete vehicle inspections and assist with coordination of vehicle maintenance.
- Providing excellent customer service.
- Adhering to assigned routes and following time schedules.
- Abiding by all transportation laws and maintaining a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operating equipment and machines, such as cars, trucks, forklifts, etc.
- Distribute and job cost items from mobile inventory.
- Manage and track Terlin tools and machinery.
- Ensure proper storage of delivery materials in shop.
- Prepare building and vehicles for seasonal changes.
- Efficiently and effectively manage the shop bay area (safety, cleanliness, security, stock supplies, etc.).

Qualifications

The successful candidate is a self-starter who possesses excellent communication skills, is extremely organized, detail-oriented, has a positive attitude, and a strong knowledge of construction and trades would be considered an asset.

- High school diploma or equivalent.
- Ability to walk, drive, and handle physical workload (lift and carry items / potentially heavy items).
- Valid driver's license.
- Clean driving record with the ability to be covered under Terlin's vehicle insurance.
- Experience in delivery driving, customer service, or other related fields is preferred.
- Strong interpersonal and problem-solving abilities.
- Familiarity with local streets, neighborhoods, and routes.
- Highly responsible & reliable.
- Ability to work well under pressure in a fast-paced environment.
- Ability to work cohesively as part of a team.
- Strong time management and customer service skills.



- A valid Secret security clearance (or ability to successfully obtain same) is a requirement of the position.
- Bilingual (English and French) would be considered an asset.
- Ability to travel outside of the Ottawa region from time to time.

What Terlin Has to Offer

Terlin offers employees the opportunity to work on innovative projects alongside dynamic, dedicated, and talented teams who possess a strong drive for success.

Their **comprehensive benefits package** is designed to meet the demands of each individual's life at work as well as at home. Employees are eligible for coverage under Terlin's benefit plans and are encouraged to participate in any, or all, of their benefit programs. The benefit programs are also complemented with **RRSP** matching and **profit sharing**.

Terlin is an equal-opportunity employer and values diversity and inclusiveness in their company.

Do you have the drive, the experience, and the commitment to excellence to be part of the Terlin Team?

If you think you have what it takes and would like to join an organization that offers proven corporate leadership, opportunities for career advancement, great team spirit, and a collaborative environment, then let Terlin provide you with an excellent place to work, grow, and excel!

To learn more about Terlin Construction Ltd., visit their website at **www.terlin.ca** .

We thank all applicants for their interest, however, only those qualified will be contacted for an interview.