

Logistics Coordinator

Employer	Terlin Construction Ltd.
Employment type	Full-time, Permanent
Work location	1240 Teron Road, Ottawa, Ontario, with local and occasional regional travel
Vacancy status	This posting is for an existing vacancy.
Expected wage range	\$20.00 to \$25.00 per hour. Where you land in that range depends on your experience, skills and qualifications.

About Terlin

Established in 1989, Terlin Construction Ltd. is a full-service construction company serving retail, commercial and institutional clients. Our end-to-end approach covers design, construction and service, supported by a state-of-the-art custom millwork shop.

Our team of nearly 60 employees is committed to quality, reliability, customer service and client satisfaction

Terlin's Millwork Division produces custom interior and exterior finishes, cabinetry and decorative components using wood, laminates, solid-surface materials, synthetics, plastics and composites. Our work includes commercial cabinetry, architectural millwork, entrance and window features, built-in elements, wall features, and custom office, hotel, reception and boardroom furnishings.

The opportunity

We need a Logistics Coordinator to keep materials, tools and equipment moving safely and on time between our warehouse, our offices and our job sites.

It's a busy, hands-on job. You'll be planning routes, driving, tracking inventory, and adjusting on the fly when a site's needs change. It suits someone organized who's comfortable figuring things out on their own and communicates well with everyone from crews to vendors.

Key responsibilities

- Build real working relationships with Terlin staff, site crews and vendors.
- Take in delivery requests, prioritize them, and plan routes that keep downtime to a minimum.
- Load, transport and deliver construction materials, tools and consumables — professionally, and on time.

- Double-check what's needed before you leave and follow up afterward to make sure the delivery was complete and correct.
- Track tools and equipment as they come in and out of the warehouse and keep sign-out records up to date.
- Keep an eye on warehouse inventory — restock what's running low, flag shortages, and help with purchase requests.
- Keep accurate records of tool movement, consumable use and delivery schedules for job costing and planning.
- Look after the shop vehicles: daily inspections, reporting issues, and getting them ready for winter and summer.
- Keep the shop bay and storage area clean, safe and organized, following our safety and security procedures.
- Operate trucks, forklifts and other equipment once you're trained and authorized to do so.
- Put together reports on deliveries, inventory and shop operations.
- Follow your delivery routes and schedule but speak up when you spot a better way to do things.
- Stay on top of transportation regulations, workplace safety laws and Terlin's own policies.
- Pitch in on logistics for the wider construction and facilities team as needed.

Work conditions and physical requirements

- You'll be loading, unloading, lifting and carrying construction materials, tools and equipment. Heavier items are handled with a coworker or the right equipment, and accommodation is available where needed.
- Regular local driving, with occasional trips outside the Ottawa region.

Qualifications

- High school diploma or equivalent.
- Experience in logistics, delivery driving, warehouse work or inventory coordination is preferred.
- A valid driver's licence and a driving record that meets our vehicle-insurance requirements.
- Solid organizational, route-planning, time-management and record-keeping skills.
- Strong communication skills and a genuine customer-service mindset.
- Comfortable working independently, but just as comfortable coordinating with office and site teams.
- A working knowledge of basic construction tools and materials is an asset.
- Knowing your way around Ottawa's streets and routes, and being ready for occasional regional travel, is an asset.

- Able to obtain and maintain a Secret-level security clearance, which is required for some of the work this role covers.
- Bilingualism in English and French is an asset.

What Terlin offers

You'd be joining a team working on interesting projects, with real room to grow into more responsibility over time.

- Comprehensive employee benefits, subject to eligibility and plan terms.
- RRSP matching and profit sharing, subject to program terms.
- Chances to build new skills and take on more as you go.

Recruitment transparency, accessibility and how to apply

Use of artificial intelligence: Terlin may use artificial intelligence, including a third-party recruitment tool, to help screen, assess or select applicants for this role. Whatever the tool suggests, an actual person makes the final hiring decision.

Accessibility and accommodation: If you need accommodation at any point in the recruitment process — including for an assessment or interview — just let us know and we'll work with you to figure out what you need. Materials are available in accessible formats on request.

How we assess experience: We'll evaluate your relevant experience based on what you actually did, not where you did it.

How to apply: Send your resume to careers@terlin.ca with "Logistics Coordinator" in the subject line. You can also learn more about us at www.terlin.ca.

Thanks to everyone who applies — we read every application, but we'll only be reaching out to those moving forward to an interview. If you're interviewed, we'll let you know within 45 days of that interview whether a hiring decision has been made.