



Logistics Coordinator, Oilfield Logistics – Calgary, AB

Certarus Ltd (“ Certarus ”), a leader in the delivery of natural gas fuel, has an opening for a Logistics Coordinator to join their team in Calgary, Alberta. Certarus is a private company with a focus on operations in the USA and Western Canada. From sourcing and compression to transportation, delivery and decompression, our company provides logistics and monitoring of our end-to-end compressed natural gas (CNG) solution.

Summary

Certarus has implemented a central dispatch model, for all hubs across North America. The Logistics Coordinator is responsible for directly coordinating all trucking associated with CNG deliveries in Canada and the USA. This position will appeal to an individual that would like to play a key role in the growth of an emerging fuel supply service company. The position is based in the Calgary corporate office and reports directly to the Logistics Manager.

Schedule

7 days on, followed by 7 days off, rotating weekly between day and night shifts.

Job Description

Responsibilities for the Logistics Coordinator include, but are not limited to:

- Primary point of contact for all internal and 3rd party truck drivers for planning and dispatching loads.
- Ensure driver safety through hours of service compliance and the use of the in vehicle monitoring system (IVMS).
- Monitor customer consumption rates and ensure customer CNG delivery needs are met.
- Manage profitability by proactively planning the most cost effective and efficient loads.
- Review and approve 3rd party trucking invoices.
- Oversee all trucking tickets. Certarus utilizes an electronic field ticketing system. Each load generates a ticket. The Logistics Coordinator reviews and approves all trucking tickets.

Requirements

- Post secondary education, plus 2-3 years experience, preferably in logistics and transportation
- Excellent communication and critical thinking skills
- Ability to be self motivated and work without immediate day-to-day supervision
- Positive attitude
- Outstanding organization skills
- Ability to function well under stressful conditions
- Previous experience with oilfield trucking dispatching considered an asset

Certarus offers a competitive compensation package and the ability to join a dynamic organization within a new developing field of delivering bulk CNG.

Please send resume and cover letter to: careers@certarus.com