

Volunteer Title:	Logistics Director	Position Class:	Director
Division:	Programming	Department	Logistics
Reports To:	Vice-President, Programming	Term:	3 Years

Volunteer Job Description

Purpose:

The Logistics Director is responsible for the tendering, procurement, transportation and storage of supplies needed for the Organizations programming.

Duties:

- Work with event and project managers on supply needs.
- Conduct tenders on all single purchases over \$1,000 in value as requested and forward them to the appropriate approval process.
- Once tenders are approved, work with suppliers/contractors to execute purchases.
- Manage transportation schedule for Pride Weekend.
- Manage pickup or delivery of purchased/rented supplies.
- Manage and track supply inventory.

Skills/Qualifications:

- Experience in a distribution and logistics management role.
- Excellent analytical, problem solves and organizational skills
- Able to lead and manage a small team of drivers (3-5).
- Able to work independently and handle multiple projects.
- Must have a valid class 5 driving license and access to a vehicle.
- Post secondary education in Business Administration or Supply Chain Management considered an asset.