



Logistics Administrator

Education and Training

A Logistics Administrator can receive training from a variety of accredited universities and colleges. Training in administration, business management is often required in combination with a scientific or technical degree/diploma in the specific field. Practical experience is often a prerequisite for a position of this nature.

Nature of Work

A Logistics Administrator is a challenging position that requires someone who can work under pressure and maintain a high level of organization. This person must also be able to adapt quickly to various unknown factors that may arise. Strong communication skills are essential as a Logistics Administrator works with multiple industries and people.

This is an exciting position but it can be overwhelming. This person has to be able to take initiative and must seek out solutions to problems they have never encountered before.

Main Duties

- Improving business strategy and initiative with respect to:
 - Supply chain management
 - Manufacturing
 - Delivery
 - Warehouse Shipping/Handling/Efficiency
 - Leadership
- Seek out and solve potential problems before they occur

Typical Employer

Many businesses providing goods and services require a logistics administrator. Bombardier, Consolidated Fastfrate, and Boeing are some examples..

Additional Information

BCIT (certificate)
www.bcit.ca/study/programs/7460mcert
 BCIT (diploma)
www.bcit.ca/business/operations/
 Canadian Institute of Traffic and Transportation
www.citt.ca
 Careers in the Supply Chain
www.careersinsupplychain.ca/
 University of Manitoba Transport Institute
<http://umanitoba.ca/faculties/management/ti/education/cert.html>
 Vancouver Community College
www.vcc.ca/programs/detail.cfm?WPGM_DIVISION_ID=2&WPGM_PROGRAM_ID=111



Earnings

Low: \$35,000
 Average: \$45,000
 High: \$55,000

Essential Characteristics

- Big multitasker
- excellent interpersonal skills
- customer relations
- organizational skills

