

Logistics Administrator

Status: Regular Full Time

In your role as a **Logistics Administrator** at The North West Company (TNWC), you will provide high-quality organizational and administrative support to the Director of Logistics and the broader Supply Chain Management Team. This role is essential to keeping daily operations running efficiently and enabling leadership to focus on strategic initiatives.

You will handle a wide range of administrative tasks including processing invoices, coordinating travel and meetings, managing employee assessments, tracking vacation plans, and supporting internal communication efforts. Your ability to manage multiple responsibilities, prioritize effectively, and communicate clearly will be crucial to your success.

Joining TNWC gives you the opportunity for development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture.

TNWC is a leading retailer to under-served rural communities and urban neighborhood markets in the following regions: Northern Canada, Western Canada, rural Alaska, the South Pacific islands, and the Caribbean. Our stores offer a broad range of products and services with an emphasis on food. Our value offer is to be the best local shopping choice for everyday household and local lifestyle needs. Check out northwest.ca for more information.

Your Role

- Process and code logistics-related invoices across various facilities.
- Coordinate logistics leadership meetings including distribution, LIME sessions, town halls, and ad hoc meetings.
- Draft and post employee engagement and workplace announcements.
- Support employee assessments including Effectiveness Assessments, MORs, and informal meetings.
- Distribute and track the department's annual vacation planner.
- Coordinate travel arrangements by liaising with travel agents and hotels.
- Manage expense reports, corporate credit card statements, and store trip expense processing.
- Assist employees with training enrollment, locker assignments, and issuing boot vouchers.
- Support the Logistics Management Team on general administrative tasks, PowerPoint presentations, and SOP development.

Desired Skills & Experience

- Proficient in Microsoft Office Suite, especially Excel, PowerPoint, Outlook, and Word.
- Strong organizational, coordination, and communication skills.

- Ability to handle multiple priorities with a high level of independence and accuracy.
- Comfortable in a dynamic environment with shifting priorities and deadlines.
- Experience with visual communication tools such as Canva is an asset.
- Demonstrated ability to work both independently and as part of a team.

Location: Winnipeg Logistics Services Centre, 100 Murray Park Road, Winnipeg, MB.

Reports To: Director, Logistics

We create a collaborative and constructive culture by:

Being Enterprising • Committing to our Customer • Working with Passion • Leading and Developing Others • Demonstrating Respect and Inclusivity • Building Trust

The North West Company is committed to inclusion and diversity and encourages applications from all candidates including but not limited to: all religions and ethnicities, LGBTQ2S+, BIPOC, and persons with disabilities.

A competitive salary is being offered along with opportunities to learn, develop and advance throughout the organization. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This is an active job opening for a position that is currently available and we are actively seeking to fill.

For Internal Applicants Only:

Interested internal applicants are encouraged to apply directly on the website **no later than Wednesday March 18, 2026**. Internal applicants must select “Yes” as the answer to “Are you currently employed by The North West Company or any of its subsidiaries?” during the application process.

Positions will be advertised externally; however internal candidates will receive first consideration based on qualifications. NWC employees are encouraged to bring forward applications of external candidates that meet the qualifications of this position.