

National Information and Logistics Systems Supervisor (NOC 12013)

The Company: GFL Environmental Inc.

Corporate Office: 100 New Park Place, Suite 500, Vaughan, Ontario, L4K 0H9

Work Location: 3668 Weston Road, North York, Ontario, M9L 1W2

Start Date: ASAP

Type of Position: Term or contract, Full Time

Positions Available: 1

Hours per Week: 40

Salary: \$36/hour

Benefits:

- 10 days of vacation
- Disability & long-term disability benefits
- Medical benefits
- Dental benefits
- Eligibility to participate in RRSP/DPSP plan; RRSP matched up to max 3% salary

The Role: The National Information & Logistics Systems Supervisor is responsible for overseeing the day-to-day operations related to order processing, scheduling, and staff supervision within GFL's logistics division, while also playing a strategic role in supporting multi-division coordination across Hauling, Material Recovery Facility (MRF), and Export operations. This position ensures efficient integration and alignment between operations, customer service, sales, and third-party logistics providers, while maintaining strict adherence to GFL Environmental Inc's internal policies and safety standards.

On site: Work must be completed at the physical location. There is no option to work remotely.

Language

- English

Education

- College diploma/CEGEP or higher

Work Experience

- 3 years or more of experience in logistics
- 1 year or more in a supervisory role
- Working knowledge of CieTrade
- Experience supporting logistics functions across multiple divisions of a large organization

General Tasks

- Develop specific plans to prioritize
- Organize tasks to accomplish the work
- Plan and organize operational logistics of the organization
- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Train workers in duties and policies
- Arrange training for staff
- Conduct performance reviews
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Organize and maintain inventory
- Plan, organize and oversee operational logistics of the organization
- Resolve complaints and claims
- Arrange for shipping, receiving and storage
- Develop policies, standards and guidelines
- Manage incidents

Specific Tasks

- Supervise, train, and evaluate administrative personnel supporting logistics functions across multiple divisions
- Oversee the creation, processing, and reconciliation of work orders using CieTrade, TRUX, and SAP, ensuring data integrity across platforms
- Identify inefficiencies in administrative and logistics systems and contribute to continuous improvement and automation initiatives
- Develop and implement standardized procedures for order entry, documentation control, and scheduling coordination
- Validate pricing structures, freight costs, and scale data prior to invoice generation to ensure billing accuracy
- Ensure all shipment documentation (e.g., scale tickets, packing slips) is properly stored and accessible for audits or customer inquiries

- Coordinate domestic and international transportation schedules, ensuring timely dispatch and receipt of goods
- Monitor logistics service issues (e.g., missed pickups, delays) and implement corrective actions to maintain service standards
- Prepare and distribute international shipping invoices and compliance documentation in accordance with regulatory requirements
- Analyze material flow forecasts by plant, grade, and customer to optimize load planning and resource allocation
- Act as a central point of contact between Logistics, Sales, Customer Service, and Plant Operations to ensure alignment of operational plans
- Liaise with external staffing agencies to manage temporary workforce requirements and ensure timely onboarding
- Conduct performance reviews and provide recommendations to senior management regarding staffing and development
- Facilitate cross-functional communication to resolve scheduling conflicts and eliminate workflow bottlenecks
- Provide real-time updates and forecast adjustments to plant leadership to support uninterrupted operations
- Maintain and troubleshoot departmental software, hardware, and office systems to ensure operational readiness
- Support onboarding processes, including system access setup for new hires and internal transfers
- Enforce health and safety protocols across logistics and administrative teams, ensuring compliance with PPE and workplace standards
- Participate in incident reporting, internal investigations, and corporate safety initiatives to promote a safe working environment

Supervision

- More than 20 people
- Purchasing and inventory clerks
- Shippers and receivers
- Transportation route and crew schedulers
- Staff in various areas of responsibility

Work Conditions and Physical Capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail

Personal Suitability

- Accurate

- Client focus
- Efficient interpersonal skills
- Flexibility
- Initiative
- Judgement
- Organized
- Reliability
- Team player
- Analytical
- Proactive

If you are interested in the **National Information and Logistics Systems Supervisor** position, we encourage you to send your resume in confidence to ayogeswaran@gflenv.com. Please include "National Information and Logistics Systems Supervisor" in the subject line.

GFL Environmental Inc. is a leading North American provider of diversified environmental solutions. The business comprises of solid waste management, liquid waste management and soil remediation. The company has more than 140 facilities across Canada and in Michigan, United States, servicing over 2.5 million households under municipal contracts and more than 80,000 industrial, commercial and institutional customers.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.