



## Logistics Coordinator

Are you passionate about education? Join a team that leverages technology to transform how students learn new languages and explore their interests in STEAM. There's no better place to make a meaningful impact—be part of U+ today!

### About U+:

U+ is a global, innovation-driven educational technology company dedicated to the long-term success of our students. We offer students worldwide an interactive, language immersion experience. Beyond language programs, U+ has expanded its offerings to include STEAM programs, which encompass coding and various camp programs, and public speaking programs. With this expansion, we are eager to collaborate with talents from various disciplines to foster growth and development within the U+.

### About this opportunity:

As a Logistics Coordinator at U+, you will plan, organize, and manage the movement of materials, supplies, and equipment to ensure the smooth operation of programs and events. This role requires strong organizational, communication, and problem-solving abilities to support all logistical processes—from procurement and storage to transportation and on-site distribution—ensuring they are completed efficiently, safely, and on schedule. .

Key responsibilities are as follows:

- Coordinate daily logistics operations, including deliveries, pickups, and shipments with vendors and transportation partners.
- Develop schedules for supply distribution and support staff in setting up and dismantling activity areas to ensure all teams have the resources required for successful program delivery.
- Manage inventory by tracking supplies and equipment, conducting regular stock checks, and maintaining accurate records.
- Work with purchasing teams to forecast material needs.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.



#### Requirements:

- Strong organizational and time-management skills with the ability to prioritize tasks.
- Experience in logistics, operations, supply chain, or related fields.
- Proficiency in recordkeeping, inventory management, and basic administrative processes.
- Excellent communication skills and the ability to collaborate with internal teams and external partners.
- Problem-solving abilities and adaptability in fast-paced environments.
- Ability to lift, move, and transport materials as required.
- Knowledge of safety procedures and compliance standards
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).

#### Assets:

- Experience working in camps, recreation programs, events, or youth-focused environments.
- Familiarity with logistics software or inventory tracking tools.
- Experience coordinating transportation or vendor relations.
- Fluency in multiple languages (reading, writing, speaking, and listening).
- Access to a vehicle and a valid Ontario driver's license.

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.