



### **Logistics and Contracts** - Professional

#### **Logistics Coordinator**

**Job Description** Works with production scheduling, staffing, procurement and quality in inventory control. Coordinates production activities and works closely with other managers and coordinators.

**Education/Certification** Requires college or university education in business administration, management, industrial technology or engineering.

**Experience** Experience determines the level of responsibility.

**Skills** Requires excellent communication skills and the ability to influence, compromise and negotiate.

**Salary Range** \$40,000 to more than \$80,000 a year.

**Transferability** Logistics coordinators are found in industries such as mining, forestry, hydro.

#### **Contracts Coordinator**

Develops and applies contract reporting and control procedures for contracts with third parties. Requires one of the following: a bachelor's degree in a related engineering discipline, an economics or accounting degree, or a chartered accountant (CA) designation. Salary: \$40,000 to \$80,000 or more per year, depending on experience.

Note: These job descriptions represent positions frequently found in large pipeline projects. Appropriate education and experience will play a determining role when selecting candidates. Some positions may require extensive natural gas related expertise. Salaries and wages are based on 2001 data and may change according to market conditions.