



Position Description

Position Title: Seasonal Transportation Administrative Assistant (March to August)

Work Location: Nisku, Alberta

Department: Transportation

Title of manager this position reports to: Director of Transportation

Positions reporting to this role: N/A

Work Rotation (if applicable): Five days on, two days off

Work Days / Hours: Monday to Friday, 8:00 a.m. to 4:30 p.m., with ½ hour unpaid lunch; may require some evenings & weekends.

Purpose of Role: Reviewing, reconciling and entering transportation data.

CORE RESPONSIBILITIES

- Daily order reconciliation (intercompany, internal, customer)
- Daily order processing, based on daily dispatch reports
- Follow up with Company drivers and third party carriers, including Lease Operators to confirm delivery details
- Follow up with Company sales people to confirm customer pick up details
- Review order information, determine the cause of errors and correct/provide feedback as appropriate
- Operate a variety of office equipment including a computer, copier, scanner and calculator; utilize various computer software applications.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Minimum 2 years' office administration experience – transportation administration and some finance would be considered an asset
- Experience with ERP and TMT/TMW software would be considered an asset
- Strong attention to detail and data-entry proficiency
- Experience in processing and reviewing large batches of data
- Ability to maintain a high level of speed and accuracy in preparing and entering information
- Ability to multi-task and prioritize workload to meet deadlines and goals of the Company
- Geographical knowledge of Western Canada
- Intermediate proficiency in Microsoft Excel
- Moderate proficiency in other MS Office applications (Outlook, Word, PowerPoint)
- Solid communication and interpersonal skills
- Results-oriented, positive attitude.
- Willingness to learn new systems & processes.

PHYSICAL REQUIREMENTS / WORK CONDITIONS

- This position works in an office setting and general physical requirements associated with using a computer at a desk would apply.
- Periodic light lifting of supplies, materials, files and file boxes.

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.