



Position Description

Position Title: Transportation Administrative Assistant

Work Location: Nisku, Alberta

Department: Transportation

Title of manager this position reports to: Director of Transportation

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.

Purpose of Role: Provide support to the Director of Transportation, Transportation Manager and Transportation Supervisors (TCS & TTL) in a variety of administrative activities.

CORE RESPONSIBILITIES

- Assist in the preparation of insurance claims;
- Assist with driver pre-screening and on-boarding
 - Daily applicant review to determine candidate suitability
 - Schedule interview
 - Conduct reference checks
 - Assist with Transportation orientation
- Daily paperwork sorting, review and forwarding to Transportation Manager for approval and routing to the appropriate department for further processing.
- Data validation for billing and payroll and entering into TMW, daily.
- Assist with the preparation of Transportation Department payroll in time to meet bi-weekly cutoff.
- Prepare month-end field tank inventories for review by Director of Operations.
- Assist with fuel tax reporting.
- Monthly report preparation for review:
 - Mileage report
 - Unit cost detail report
 - Hours of service report
- Coordination and maintenance of vehicle registrations and fuel cards.
- Operate a variety of office equipment including a computer, copier, scanner and calculator; utilize various computer applications and software packages.

REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Minimum 3 years' office administration experience in transportation administration.
- Experience in a Finance Department 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 multitask and prioritize workload to meet deadlines and goals of the Company.
- Geographical knowledge of Western Canada would be considered an asset.
- Intermediate proficiency in Microsoft Excel.
- Moderate proficiency in other MSOffice applications (Outlook, Word, PowerPoint).
- Solid communication and interpersonal skills.
- Results-oriented, positive attitude.
- Willingness to learn new systems & processes.
- Demonstrated ability to work well under pressure with, at times, competing priorities.



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.