

Kindersley Transport Ltd., a member of Siemens Transportation Group Inc., has an immediate opening for a Corporate Safety Administrator at their Head Office in Saskatoon.

Responsibilities

- To maintain all administrative functions of the Corporate Safety Program including
- Coordinate and control progress of all accident files and insurance claims through to closure
- Administer financial reconciliation on all accident files, including liaison with Fleet/Branch Managers, adjusters and insurers
- Administer and reconcile the Carrier Profile
- Assess on-line safety exams
- Deliver driver orientation

Qualifications

- Excellent administrative skills
- Superb communication skills
- Tremendous attention to detail
- Knowledge of insurance processes is an asset
- Knowledge of the trucking industry is an asset

To apply for this position:

Mail: Corporate Head Office
Siemens Transportation Group Inc.
P.O. BOX 7290
Saskatoon, SK S7K 4J2

Fax: (306) 668-5849

Email: resumes@kindersleytransport.com

*We thank you for your interest.
Only those individuals selected for an interview will be contacted.
“An Equal Opportunity Employer”*