

Truckload Brokerage Assistant Saskatoon Head Office

KINDERSLEY  *transport ltd.*

A MEMBER OF SIEMENS TRANSPORTATION GROUP INC.

Kindersley Transport Ltd., a member of Siemens Transportation Group Inc. has an immediate opening for a Truckload Brokerage Assistant at their Head Office in Saskatoon.

Qualifications

- Fast/accurate data entry skills
- Excellent oral and written communication skills
- Excellent organizational skills
- Ability to prioritize tasks and allot time effectively
- Exceptionally motivated
- Exceptional analytical and problem solving skills
- Computer literate in PC use
- Experience in the trucking industry is a definite asset
- Negotiating/Customer Service skills

Responsibilities

- Input data into spreadsheets
- Monitor pick ups and deliveries made by contracted carriers
- Track/trace/update online for major customers
- Follow up with carriers for delivery documents
- Perform other related duties as requested

To apply for this position, send your resume to the Human Resources Manager:

**Mail: Kindersley Transport Ltd.
P.O. BOX 7290
Saskatoon, SK S7K 4J2**

Fax: (306) 975-9310

Email: resumes@kindersleytransport.com

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