

Road  
Transportation  
Industry in

ATLANTIC  
CANADA



400,000+



People Employed by  
Road Transportation  
Industry in Canada



## ADMINISTRATION

### What Our Industry Offers

- Great Pay & Benefits
- Job Security
- Work With Awesome People
- Opportunities to Train, Grow, Advance
- Committed & Award Winning Employers

### Did You Know...

**Our industry runs on people.**  
Join us and work with talented men and women in every facet of the business.



**Administration professionals drive business** by ensuring people, licenses, permits, cargo details, and finances are in order to allow shipping across North America.

### Careers that Build Leaders & Drive Business



#### Licensing & Permitting

- Ensure vehicles are legally able to operate wherever required
- License vehicles, maintain records, calculate taxes and fees payable



#### Accountant/Bookkeeper/Controller

- Manage accounts receivable, invoices and receipts
- Ensure vendors are paid so that company can continue to purchase supplies
- Work with banks and ensure accurate financial picture is always available



#### Human Resources

- Manage company's talent acquisition strategy and process
- Collaborate with teams, work with awesome people
- Hire talented candidates! #dreamjob



#### Freight Claims/Claims Agent

- Manage claim files, negotiate compensation with customers
- Resolve customer claims involving "over", short or damaged freight



#### Sales/Fuel Tax Administrator

- Ensure tax requirements are met and accurate records maintained
- Prepare for compliance audits

### FAQs



Can I visit companies to see what they do? **Yes. Contact APTA.**  
**We would love to arrange a visit.**

Do companies provide mentorship? **Absolutely. Our members value their employees and are committed to helping them succeed and grow.**

### Get Started

Contact THRSC or APTA today!



thrsc.com



apta.ca