



Position	Administration Supervisor
Location	St. John's
Reports to	Regional Manager
Type	Full-time
Deadline	July 14, 2021
How to Apply:	Submit an application to Pam Steele psteele@armour.ca

Armour Transportation Systems is an award-winning, world-class transportation and logistics company. We are a Platinum member of Canada's Best Managed Companies, a Top Fleet Employer, and named as a Carrier of Choice and Shipper's Choice by our customers.

Armour is hiring an Administration Supervisor in St. John's, Newfoundland, to oversee office employees and administrative workers.

Founded in the early 1930s, Armour Transportation Systems has grown to be one of the largest trucking carriers in Canada, with 26 terminals, 4,000 pieces of equipment, nine maintenance facilities, over 750,000 square feet of warehouse space, and more than 2,000 team members.

Our vision is to be the dominant gateway between Atlantic Canada and the world, realizing profitable growth through leading transportation and logistics solutions, global partnerships, exceptional employees, and strategic acquisitions.

Essential Duties and Responsibilities:

- Working with all departments, dispatch, terminals, and customers to remove barriers in the movement of equipment and freight.
- Oversee employees' daily duties to ensure that quality standards are being met and proper procedures are being followed, including coordinating work schedules and duty assignments.
- Maintain records for inventory, personnel, orders, supplies documentation.
- Processing and balancing of payments.
- Providing general assistance with terminal functions and staff events such as awards banquets and clinical assessments.

Essential Competencies:

- Excellent time management skills with the ability to multitask and meet deadlines.
- Self-motivated with analytical decision-making skills.
- Ability to lead a group or groups of people and communicate effectively with these groups.
- Ability to analyze situations, identify problems or conflicts, and negotiate win-win scenarios.

Working Conditions:

- Fast-paced environment.
- Ability to work variable shifts when required (days, nights, weekends, holidays) and longer shifts to cover gaps.
- A high volume of communication, including via email, satellite, and phone.

Technical Skills:

- Experience with TruckMate, Logimax, and Synergize is considered an asset.
- Knowledge of booking freight and interline paperwork, trip set-up is considered an asset.
- Strong knowledge of Microsoft Office, with the ability to prepare reports in Word and Excel.
- Strong typing and computer skills.

Employment Equity

Armour Transportation Systems is committed to the principles of employment equity. The purpose of employment equity is to ensure that no person is denied employment opportunities or benefits for reasons unrelated to ability.

Armour Transportation Systems welcomes applications from Indigenous peoples, African Canadians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are underrepresented. If you are a member of one of these equity groups, you are encouraged to self-identify on your expression of interest for this position.