

**Position Available:** Driver Services, Administration

**Location:** Moncton, NB

**Shift Options:** 4 p.m. to 3 a.m. **(2 3 2 rotation)**

6am-4pm (4 days on, 4 days off)

**Reporting to:** Driver Services Supervisor

**Apply:** Submit an application to Chassity Campbell [chcampbell@armour.ca](mailto:chcampbell@armour.ca) Include the shift option in the email

This position is responsible for effectively and efficiently expediting the paperwork process of the inbound LTL loads to freight bill entry; printing of handling records and labels; collation of documents and expedite trip envelopes to the warehouse operation.

**Key Responsibilities:**

- Greet inbound drivers, asking specific questions to ensure proper receipt of paperwork
- Maintain receipt of paperwork on Gate log
- Create trips for pre-alert freight, in addition to interline EDI trips
- Freight bill entry support
- Scanning; Indexing
- Processing Loblaws paperwork
- Sorting Mailbags
- Ensure tasks are completed

**Skills and Qualifications:**

- Excellent time management skills and ability to multi task
- Ability to process and communicate information timely
- Proficient in the use of Microsoft products, specific to Outlook, Excel and Word
- Keyboarding accuracy
- Self-starter/self-motivated
- Strong problem-solving techniques
- Ability to convey a message one on one and with a group
- Ability to prioritize and effectively handle changing priorities
- Strong organization skills
- Positive attitude
- Experience and understanding Truckmate system considered a strong asset
- Transportation Industry knowledge

**Work Conditions:**

- Fast paced Environment

- High volume of inbound loads during peak hours