



Position	Manifester
Location	Moncton, NB
Reports to	Dock Operations Manager
Type	Fulltime
How to Apply:	https://armour.hiringplatform.ca/80972-manifester/300844-initial-application/en

Armour is hiring a Manifester – To effectively manifest, communicate and control the flow of Interliner freight and documenting load quality, reviewing paperwork, and monitoring freight exceptions

Essential Duties and Responsibilities:

- Manifesting of Ontario LTL freight from CCT o Ensure receipt of daily release email from CCT on unit readiness, and scanned manifest.
- Ensure timely completion of CCT's trip and manifest and advise Ontario Dispatch upon completion.
- Ensure that all BOL's scanned by CCT are tracked in Truckmate and Armour's freight bill number added to the trip for cross referencing
- Ensure timely communication with CCT shift clerk on any concerns, TDG issues, or missing information.
- Monitoring and reporting on all priority freight movements inbound and outbound
- Documenting and tracking of Interliner "freight no bills" and "split" shipments for trends and analysis
- Scanning and indexing of Interliner manifests with OS&D notations
- Auditing and documentation of load quality, ensuring pictures are downloaded and indexed to gain operational efficiencies
- Pro-active monitoring of Dicom's EDI transmissions, including escalation of issues as required
- Identifying freight bills requiring special delivery instructions
- Assist with assigned cube and reweigh support tasks (monitoring, etc) · Other duties as assigned

Education

- Grade 12
- Industry related experience
- Not required, but beneficial - CITT, Business certificate, Industry certification

Technical Skills:

- Experience and understanding of TMW System is considered an asset

- Strong understanding of Microsoft office (ability to log data and prepare reports in Excel and Word) ·
- Strong typing skills

About Armour Transportation Systems:

Armour Transportation Systems is an award-winning, world-class transportation and logistics company. We are a Platinum member of Canada's Best Managed Companies and a Top Fleet Employer.

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.

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.