



Employment Opportunity
Dispatch Administrator

Location: Lundar, Manitoba

Responsibilities:

- Assist in creating quotes for customers
- Assist dispatcher in obtaining permits and transport information
- Invoicing and remittances
- Quarterly carbon tax reporting and IFTA
- Maintaining equipment moves in company software

Qualifications:

- Advanced knowledge in Microsoft Office programs including Word, Excel, and e-mail
- 2+ years of office experience
- Experience in the transport industry considered an asset

Wage/Benefits:

- Wages dependent on qualifications
- RRSP/DPSP Program
- Merit Benefit Plan including Dental

If you would like to apply for this position, please send your resume to:

Stefanie Foster
HR Coordinator
Sigfusson Northern Ltd.
Fax: (204) 762-5107
Email: sfoster@sigfusson.ca