



Employment Opportunity – 1 Year Term Position
Dispatch Clerk

Location: Lundar, Manitoba

Responsibilities:

- Assemble, distribute, and collect accurate trip information to and from the drivers
- Ensure that trip information is accurately processed
- Prepare payroll information accurately for the dispatcher to review
- Ensure records are filed and maintained accurately and organized
- Data entry
- Other clerical duties as assigned

Qualifications:

- Knowledge in Microsoft Office programs including: Word, Excel, and e-mail
- Minimum of 1 year office experience

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.
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Email: sfoster@sigfusson.ca