



## **ADMINISTRATOR, TRUCKING (18-MONTH TERM)**

### **LET US INTRODUCE OURSELVES!**

Sigfusson Northern, historically a family-owned business, has entered its 4th generation of ownership encompassing employee participation. Our primary focus is building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have positioned Sigfusson Northern at the forefront of heavy civil construction and general contracting, known for our ability to overcome any obstacle. Tough, reliable, and quality-driven, we consistently deliver the highest value. We know the north. We are multi-faceted. We help lift communities. We embrace new technology. And we are highly skilled.

### **WHAT THE ROLE IS ALL ABOUT!**

Reporting to the Dispatcher, Trucking, the Administrator, Trucking, will support the heavy haul operations team with documentation, load tracking, and invoicing. This role will utilize the Transportation Management System (TransPlus) and spreadsheets to ensure accurate records, regulatory compliance, and timely financial reporting. This position will be located in our Lundar location.

### **ESSENTIAL CONTRIBUTIONS WE NEED FROM YOU IN THIS ROLE!**

- Prepare and distribute all required trip documents before departure, including probills and permits.
- Enter trip details into the Dispatch Spreadsheet for tracking and billing.
- Collect and organize driver time sheets for approval and submit to payroll.
- Submit relevant return-trip documents from trip envelopes to the appropriate departments.
- Maintain the Heavy Haul Load Planning Spreadsheet ensuring all loads are tracked and documented appropriately.
- Update and manage the Winter Road Spreadsheet to track mobilization/demobilization activity and shipment status.
- Administer and maintain the Transportation Management System (TransPlus), ensuring all outgoing and completed load records are accurately entered, including demobilization details.
- Generate and issue load invoices within TransPlus, using rates from the Dispatch Spreadsheet for internal, brokered, and external customer loads.
- Use TransPlus data to prepare and submit monthly fuel usage reports.
- Track daily Manitoulin shipments and generate monthly invoices for payment.
- Monitor and track fuel card usage by drivers, ensuring accurate reporting and reconciliation.



## **WHAT WILL MAKE YOU A POSITIVE IMPACT?**

- Previous experience in an administration role is required.
- Experience working in the construction or trucking industries will be considered an asset.
- Proficiency with Transportation Management Systems will be considered an asset.
- Knowledge of trucking compliance requirements, permits, and documentation such as bills of lading, IFTA reporting, and TDG regulations will be considered an asset.
- Strong data entry experience will be considered an asset.
- Experience with TransPlus, Dispatcher and Spectrum will be considered an asset.
- Advanced MS Office (Word, Excel, Outlook) is required.
- Critical thinking and effective decision-making skills are required.
- Ability to work independently and as part of a team.
- Exceptional customer service skills are mandatory.
- Ability to work under pressure and meet strict deadlines.
- Strong communication skills both verbal and written as well as electronically.
- Strong accuracy and attention to detail.
- Must be able to manage priorities, perform a variety of tasks and meet targets.

## **READY TO JOIN US?**

If you have additional questions related to this role, please reach out to **Corie McKay** directly and she will be more than happy to assist you! If you are ready to send us your application, please click Apply, attach your resume and submit it directly to **Corie**!

Only those moving forward in the process will be contacted by our dynamic recruitment team!

## **EQUAL OPPORTUNITY EMPLOYER? YOU BET!**

The finalized base pay for a successful candidate at Sigfusson Northern is determined based on several job-related influences such as experience, training, market demands, location, role expectations etc.

Sigfusson Northern is proud to be an employer who provides equal opportunities. Our team is successful because we consist of individuals from all backgrounds who contribute diverse experiences, perceptions, and skillsets that allow our company to continuously develop, grow, and succeed.

## **WANT TO KEEP GROWING TOGETHER?**

We are known to work on challenging yet exciting projects, and we know our success comes from our people. Growth opportunities are available and your personal and career growth are a top priority for us. We are confident you will elevate your skillset and be provided with continuous learning opportunities throughout your entire career with Sigfusson Northern.



## **FRIENDLY REMINDER: YOUR MENTAL, PHYSICAL, & FINANCIAL HEALTH MATTERS TO US!**

**WE CARE** is one of our core values and we truly care about your mental, physical, and financial health. **Time to recharge?** Yes. We have a great work-life balance initiative which includes a competitive vacation program and flexibility. **Competitive salaries & benefits?** Yes. We are always ensuring our employees are taken care of and we offer an appealing compensation and benefits package, along with additional perks. **Financial support?** Sigfusson Northern provides access to financial outlets and has educational sessions to assist our employees with financial planning and preparation. We care about your future!

## **A COLLABORATIVE, MOTIVATING, AND FUN ENVIRONMENT? OF COURSE!**

In your first few days, it's all about getting settled in, meeting your new teammates, and ensuring you have everything you need to be successful in your role. We care about first impressions, and we want to make sure you have the best one. Our onboarding experience is something we take seriously, and we want you to feel valued as soon as you walk through the door. We continuously put on exciting company events, celebrations, and have recognition programs to show our employees that we appreciate them, and we encourage collaboration, and a dynamic, strong, and positive workplace culture.