



ARMBRO TRANSPORT INC.

6050 Dixie Road, Mississauga, Ontario L5T 1A6

CALL TAKER

Armbro Transport Inc. is celebrating over fifty years of providing quality general freight service in Southern Ontario. Through its close relationships with other selected carriers it provides the same quality service across Canada. Through our Logistics Department we also service the USA

We work in a challenging and rewarding work environment, which promotes teamwork and allows our employees to develop to their highest potential. Through these efforts we seek to provide secure and competitive employment opportunities for our employees. With this in mind, we presently have an immediate opening for:

Position Summary:

Armbro Transport is looking for a call taker within their Mississauga facility. This individual will be answering inbound phone calls from our customers that are requesting pick-ups and managing data entered into the Company computer system.

This position reports to the Customer Service Supervisor.

The major responsibilities of this position are as follows:

- Answer pick up call-in's by customers via telephone, email or fax requests.
- Manifesting driver runs.
- Pick up service monitoring for Trans Provincial orders.

Secondary Duties:

- Provide back up support for customer service.
- Perform check-in's for drivers.
- Other duties as assigned.

Required skill sets:

- Excellent phone and verbal skills.
- Competent in Microsoft Office applications.
- Detail oriented to ensure data is properly entered.
- Ability to prioritize work.

Armbro Transport Inc. offers a competitive salary and benefits as well as an opportunity for advancement in a dynamic and environmentally conscious corporation.

ONLY THOSE CANDIDATES CHOSEN FOR FOLLOW-UP WILL BE CONTACTED.