

# Customer Service Representative Saskatoon Head Office

**KINDERSLEY** *transport ltd.*

A MEMBER OF SIEMENS TRANSPORTATION GROUP INC.

Kindersley Transport Ltd, a member of Siemens Transportation Group Inc., has an immediate opening for a Customer Service Representative at their Head Office in Saskatoon.

## Responsibilities

- Provide customer service to internal and external customers
- Trace shipments
- Provide and document spot quoting
- Provide POD's and BOL's for customers
- Aid in facilitating delivery of freight from pickup to destination
- Audit and verify the billing and rating of shipments
- Prepare adjustments for customers
- Perform other related duties as requested

## Qualifications

- General knowledge of the Claims process is an asset
- Knowledge of highway routes
- Great communication skills
- Ability to prioritize tasks and allot time effectively
- Excellent computer skills

## To apply for this position;

**Mail:** Corporate Head Office  
Kindersley Transport Ltd.  
P.O. BOX 7290  
Saskatoon, SK S7K 4J2

**Fax:** (306) 668-5849

**Email:** [resumes@kindersleytransport.com](mailto:resumes@kindersleytransport.com)

***We thank you for your interest.  
Only those individuals selected for an interview will be contacted.  
"An Equal Opportunity Employer"***