

**Office Administrator**  
**Part-time**  
**Saskatoon**

**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 Part-time Office Administrator at their branch in Saskatoon. The hours of this position are Monday – Friday, 4:00 pm – 9:00 pm.

**Responsibilities**

- Provide customer service
- Confirm that the trailer check sheets have been completed and all pro bills have been manifested
- Highlight and mark rush freight on inbound board
- Write up trailers that go out on outbound board
- Trace freight

**Qualifications**

- Provide excellent administrative skills
- Communicate effectively
- Must be detail oriented
- Type 50 wpm with accuracy

**To apply for this position:**

**Mail:** Corporate Head Office  
Siemens Transportation Group Inc.  
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”***