

Terminal Clerk (Miramichi)

Armour Transportation Systems is currently seeking a **Administrative Clerk** to join our team in **Miramichi, New Brunswick**. The successful candidate will provide support to the Terminal Supervisor.

Essential Duties and Responsibilities:

- Provide Terminal Support
- Processing bills & cash report
- POD scanning & tracing
- Freight Bill Entry
- Driver Check-In
- Customer Service support
- Dispatch back-up
- Miscellaneous duties as required

Essential Competencies:

- Excellent attention to detail, time management, and organizational skills.
- Ability to communicate effectively with diverse groups.

Technical Skills:

- Computer literacy and a working knowledge of Microsoft Office is required.
- Experience and understanding of the TruckMate system are considered an asset.

Working Conditions:

- Fast-paced, deadline-driven terminal/office environment.

About Armour Transportation Systems:

Armour Transportation Systems is an award-winning, world-class transportation and logistics company. We are a Platinum member of Canada's Best Managed Companies and a Top Fleet Employer.

Founded in the early 1930s, Armour Transportation Systems has grown to be one of the largest trucking carriers in Canada, with 26 terminals, 4,000 pieces of equipment, nine maintenance facilities, over 750,000 square feet of warehouse space, and more than 2,000 team members.

Our vision is to be the dominant gateway between Atlantic Canada and the world, realizing profitable growth through leading transportation and logistics solutions, global partnerships, exceptional employees, and strategic acquisitions.

Employment Equity:

Armour Transportation Systems is committed to the principles of employment equity. The purpose of employment equity is to ensure that no person is denied employment opportunities or benefits for reasons unrelated to ability.

Armour Transportation Systems welcomes applications from Indigenous peoples, African Canadians and other racially visible persons, persons with disabilities, and women in occupations or positions where they are underrepresented. If you are a member of one of these equity groups, you are encouraged to self-identify on your expression of interest for this position.

[Apply Here](#)

Or via link below:

<https://armour.hiringplatform.ca/152947-terminal-clerk-miramichi/626086-initial-application/en>