



Position	Licensing Clerk
Location	Dartmouth, NS
Type	Fulltime – Days
How to Apply:	https://armour.hiringplatform.ca/169072-licensing-clerk/716765-initial-application/en

Armour Transportation Systems is currently seeking a detail-oriented and organized Licensing Clerk to join our team in Dartmouth, Nova Scotia. As a licensing clerk, you will play a crucial role in ensuring compliance with various licensing requirements for our transportation operations. The successful candidate will support our Canadian and US fleet with annual licensing and equipment registration.

Essential Duties and Responsibilities:

- Prepare and submit license and permit applications to relevant authorities.
- Monitor and track the status of license applications and renewals.
- Stay updated on industry regulations and licensing requirements.
- Conduct regular audits to ensure compliance with licensing regulations.
- Maintain organized records of all licensing documentation.
- Manage a comprehensive database of licenses, permits and renewals.
- Support other projects and requests related to Licensing & Compliance.

Education and Experience Criteria:

- Excellent attention to detail, time management, and organizational skills.
- Knowledge of road transportation industry regulations, including North American geography and vehicle size and weight regulations, is considered an asset.
- Ability to communicate effectively independently and with diverse groups.
- Trustworthy and able to tactfully handle confidential information.

Technical Skills:

- Proficient in using office software and databases.
- Experience and understanding of the TruckMate system are considered an asset.

Working Conditions:

- Fast-paced, deadline-driven terminal/office environment.
- Possess a valid driver's license and have access to a reliable vehicle for commuting to and from Access NS on a regular basis.
- There is a high volume of communication via email and phone.

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.