



TRAFFIC CLERK POSITION (PART-TIME, PERMANENT)

Squamish Terminals is accepting applications to fill a **part-time, permanent Traffic clerk position**. This position will primarily include data entry, customer service, reporting, general office administrative tasks and special projects.

The successful candidate will have a high stress tolerance, be self-regulating and bring prior experience and proficiency in Microsoft Office (Outlook, Word, and Excel) and a basic understanding of database concepts. Accuracy and consistency in performing the job is key to success in this role. In addition, strong communication skills, a proactive approach to problem solving and the ability to work independently or as a team member will support a healthy work environment. Experience in the terminal industry considered an asset.

This position works within a variable schedule that provides coverage for minimum of 14 hours to a maximum of 28 hours per week (Monday to Sunday), between 7:00 a.m. and 5:00 p.m. This is a unionized position with the International Longshore and Warehouse Union (ILWU), Local 517 and reports to the Manager, Accounting & Administration.

If you are interested in joining a dynamic team in a growing organization, please email your resume to careers@sqterminals.com by June 10, 2022. Please note 'Traffic Clerk' in the subject line of the email. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Squamish Terminals, one of Western Canada's leading break-bulk terminals for over 40 years. Located at the north end of Howe Sound – just 32 nautical miles north of the Port of Vancouver. With an intermodal transportation infrastructure (including access to rail, ocean and truck), 2 berths, 3 warehouses, large laydown yard, specialized handling equipment and an experienced team, Squamish Terminals efficiently handles cargo bound for North America and around the world. At Squamish Terminals we value and support our people, our environment and our community.

www.squamishterminals.com