Administrative assistant

INS Transport Inc

Job ID
47613

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LOCATION	DATE POSTED	EXPIRY DATE
325 EAGLE DRIVE, Winnipeg, MB | Manitoba	28-08-2025	19-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 23.63	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

We are seeking a detail-oriented and organized Administrative Assistant to provide day-to-day office support for our trucking operations. The ideal candidate will handle administrative tasks, maintain accurate records, and assist with scheduling and compliance documentation.

Job Description

Duties
Manage incoming calls, emails, and inquiries.

Prepare and maintain trucking documents (logs, invoices, trip sheets, fuel receipts).

Assist with scheduling drivers, dispatching, and coordinating loads.

Maintain compliance with transportation regulations and company policies.

Organize and file records for billing, payroll, and maintenance logs.

Support management with general office duties and data entry.

Qualifications
Previous experience in administrative roles (experience in trucking/logistics is an asset).

Strong organizational and multitasking skills.

Proficiency with MS Office (Excel, Word, Outlook).

Excellent communication skills (written & verbal).

Knowledge of transportation regulations and industry documentation is a plus.

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