



GREAT CAREER OPPORTUNITY AT LOGISTEC

We are the provider of choice for safe, sustainable and creative solutions in the marine and environmental sectors. We are truly committed to finding and supporting the best talent. We are now looking to fill an **Clerk** position at the **Port of Montreal**.

RELIABILITY IMAGINATION GOING BEYOND SUSTAINABILITY

With so many opportunities available to you, there are good chances that you'll find a way of doing what you are truly passionate about. We need top talent to create the right workplace for our people.

We are, presently, seeking candidates to fill a full-time **Clerk** position at the **Port of Montreal**.

Your new responsibilities:

- Produce various reports concerning certain bulk ships and demands from certain customers;
- Complete manifests verifications and customs release forms;
- Take appointments for truck drivers;
- Maintain the inventory system;
- Answer the phone, produce letters, organize mail and complete filling;
- Perform other related duties.

You have the good qualifications :

- Collegial Diploma;
- Three (3) to five (5) years' experience in a similar position;
- Skills in computer programs (Word, Excel and Outlook);
- Ability to work and learn in a changing environment;
- Autonomous, resourceful and strong organizational skills;
- Ability to work under pressure;
- Bilingual – written and oral.

The successful candidate must possess a car because the work place is not accessible by public transportation.

If you are interested in joining a great team and believe you have the right qualifications, please visit the OUR PEOPLE section of our website at www.logistec.com for more details.

We offer equal career opportunities to all applicants.