

TRANSPORTATION AGENT MAINTENANCE – FULL TIME

Who are we?

Montreal Gateway Terminals company is made up of people whose talents and commitment are two of our greatest assets. Visit us at the www.mtrtml.com and watch the following video to learn more about our terminals and the passionate people who work there. To do this, copy and paste the following link in your browser: https://www.youtube.com/watch?v=_M_Nn1L_RcE

If you are looking for a challenging job with exciting challenges in an ever-changing environment, contact us immediately. Montreal Gateway Terminals, equipped with the latest operational data systems, will provide you with a safe work environment and team concept where your skills and qualities will be valued.

As a result of a regulated area and due to our activities, successful applicants will be required to obtain a Transportation Safety Clearance issued by Transport Canada to work with us. For information, visit the <https://www.tc.gc.ca/fr/services/surete-transports/demande-phst.html>

Ensuring the well-being of our employees is our priority. We offer competitive working conditions and benefits to our employees and their families:

- Highly competitive salaries;
- Bonus program;
- Full range of group insurance as soon as you take office;
- Group pension plan with employer participation from the first of the following month;
- Holidays up to 17 days paid from the first year completed;
- Group RRSP;
- Skills Development Program;
- Occupational Health and Wellness Program;
- Employee and Family Assistance Program;
- Free parking.

Principal Tasks and Duties:

- Answering the telephone;
- Attending parts counter;
- Entering data into computer system;
- Shelving stock in store and cleaning;
- Inventory taking;
- Carrying out various clerical tasks, as required;
- Carrying out various tasks for the store.

Requirements:

- Secondary school diploma;
- Bilingualism (oral and written) in accordance with job requirements;
- Knowledge of personal computers and data entry;
- Knowledge of EXCEL and WORD;
- Ability to learn MAXIMO;
- Relevant experience in a parts department;

- Driver's license;
- Able to work in a team;
- Available for schedule rotation, day and evening shift;
- Overtime work where required;
- Available for weekend work, as required.

Have we piqued your interest?

- Send your CV as soon as possible at rh@mtrtml.com;
- We thank you for your interest in our company but only the applications selected for interview will be contacted;
- Montreal Gateway Terminals practices employment equity and the use of the male gender is only used to lighten the text.