



Career Opportunity

South West Terminal (SWT) is currently seeking an **Administrative Assistant**

Job Description:

- Answering daily phone calls and communication with customers.
- Data entry and regular administrative duties.
- High level of customer service.

Qualifications:

- Excellent interpersonal and communication skills.
- Strong working knowledge of MS office.
- Demonstrated ability to be a contributing team member
- Good working knowledge of Crop Inputs.
- Strong problem solving, decision making and organizational skills.

Benefits:

- Competitive wage and performance structure
- Company paid health and dental benefits.
- Pension Plan.
- Career growth opportunities.

Location: Gull Lake, Saskatchewan

Schedule: Full or Part-time

SWT is a diversified corporation with an excellent opportunity for you to advance your career. We are currently listed as one of the Top 50 companies in Saskatchewan.

Interested applicants should submit their resume to:

SWT
Box 719 Gull Lake, Sk. S0N 1A0
Attention: Shannon Armstrong, HR Coordinator
Phone: 306-672-4112
Fax: 306-672-4166
Email: sarmstrong@swt.ca
Website: www.swt.ca

Deadline: September 30, 2016

Thank you for your interest.
Only candidates under consideration will be contacted.