



Career Opportunity

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

Job Description:

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

Qualifications:

- Excellent interpersonal and communication skills.
- Strong working knowledge of Microsoft Office
- Demonstrated ability to be a contributing team member
- 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: Part Time full

SWT is a diversified corporation with an excellent opportunity for you to advance your career. We are currently listed as one of the Top 100 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 November 30, 2019

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