



# KEE WEE TIN NOK TRANSPORT

## EMPLOYMENT OPPORTUNITY

### DISPATCHER/CLERK ONE (1) CASUAL POSITION EDMONTON, ALBERTA

Kee Wee Tin Nok Transport Ltd is looking for trustworthy, dedicated, dependable, conscientious individuals to fill one casual position in the Edmonton Corporate office.

#### **Duties and Responsibilities:**

- Evaluate, dispatch and coordinate KWTN & BMT drivers while using the GPS
- Must have an excellent knowledge of the Edmonton and surrounding area roadways and medical centers
- Create daily driver trip sheets
- Multi-task, while utilizing hi-tech equipment, quick and critical thinking, in a stressful environment
- Keyboarding and hearing skills are essential
- Excellent analytical and problem solving skills
- Answer telephone & arrange accommodation
- Must be able to work cooperatively with transportation driver and clients
- Data entry on a daily basis
- Excellent knowledge of general office procedures and equipment
- Be extremely observant to detail and accuracy
- Must be able to work in a diverse environment with frequent interruptions
- Good written and oral communication skills
- Good organizational skills
- Must be a team player and able to work with minimal supervision
- Must be available to work shifts as needed (days, evenings, nights, weekends, and holidays)
- Must be available to fill shift on short notice

#### **Education and Experience:**

- Experience with MS Office databases and other related software applications
- A minimum of grade 10 education or equivalent
- Two (2) years clerical experience required
- Must be able to type 35wpm
- Telephone Etiquette
- Must have a valid class 5 driver's license

#### **Resumes MUST include:**

- **Current Driver's 5 year abstract**
- **Current Fingerprint Record Check, Vulnerable Sector Check and CYIS Check.**
- **3 Work related references**

*Salary will commensurate with experience and qualifications.*

*Send cover letter Resume, and all related documentation to:*

**Bigstone Group of Companies**

**Box 159 Wabasca, Alberta T0G 2K0**

**Fax: 780-891-4010 Email to: [bgcresumes@bigstonehealth.ca](mailto:bgcresumes@bigstonehealth.ca)**

This employment opportunity will remain open: **Until a suitable candidate is found**

*Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.*