



**Job Title: Administrative Support Clerk**

MC Freight Systems is a family owned Third Party Logistics (3PL) company that has been operating in BC for 30 years. Our team of highly skilled professionals work together to offer solutions to our clients covering all modes of transport, including Truckload, LTL, Intermodal, Courier, Air and Ocean.

We are looking an enthusiastic, motivated and talented individual to join our team as we continue to grow our business. This role would be suitable for a person who has experience in an office environment and has worked in the transportation /Logistics industry.

Responsibilities include but are not limited to:

- Respond to internal and external enquiries via email and phone
- Enter Accounts payable invoices
- Account reconciliations
- Conflict resolution and strong problem solving

The successful candidate will also:

- Be a quick learner with at least 1 year experience in an office position
- Be a self-starter with excellent communication skills, both written and verbal
- Conflict resolution and strong problem solving skills
- Experience in a logistics company is an asset
- Proficiency in Microsoft Office software (Excel, Word, Outlook)
- Must be a team player and willing to “pitch in” when necessary
- Personable, team oriented, flexible and able to multi-task

Should this position be of interest please email a current resume and indicate your salary expectations to [careers@mcfreight.com](mailto:careers@mcfreight.com).