

## Office Administrative Assistant

9427244 CANADA LTD O/A ROAD RUNNER TRANSPORT

Job ID

**8948**

VIEW THIS JOB ONLINE: <https://www.youthjob.ca/jobs/8948>

| LOCATION                               | DATE POSTED | EXPIRY DATE                  |                                                |
|----------------------------------------|-------------|------------------------------|------------------------------------------------|
| 4841 Bank St,, ON, Ottawa, ON  Ontario | 07-04-2026  | 04-10-2026                   |                                                |
| TYPE OF JOB                            | SALARY      | MIN. EXPERIENCE              | MIN. EDUCATION                                 |
| Full Time                              | CAD 29.50   | 7 months to less than 1 year | Secondary (high) school graduation certificate |

### Job Details

Office Administrative Assistant

Road Runner Transport is a Canadian owned and operated Logistics Company that provides innovative solutions to all your courier needs. With years of combined experience in logistics, our dedicated staff will ensure the highest quality of customer service and will provide customized pricing and products to help you reach your logistics goals. Our dispatch center ensures you speak to a live dispatcher 24 hours a day, 365 days a year, regardless of when you call.

Road Runner Transport has been serving the logistical needs of the Greater Toronto area for over years and consistently receives accolades for their high level of customer service.

Position: Office Administrative Assistance

Term: Permanent, Full time

Job Locations: Ottawa, Ontario

Business Type: Transportation

Number of Position: 1

Salary: \$29.50 per hour

Start date: ASAP

Work hours: Minimum 35 to 40 hours per week.

Language: English

#### Job responsibilities

Assist with sending emails and processing supplemental claims with insurance companies

Administer complete processing of shipments and logistics files

Answer incoming phone calls in a friendly, professional, and efficient manner and schedule estimates, route calls to the correct individual, answer basic questions, or take a thorough message.

Review and evaluate delivery documents for safe handling and border crossing of goods

Prepare delivery orders, shipment labels and process data entries for shipments and logistics

Partner with other team to assist and administer transport and warehouse office administration activities

Schedule and confirm appointments and meetings with clients and liaison business partners

Assist logistics dispatch with office administration activities

Order office and maintain office supplies such as printers supply/service, papers, FAX, and other office desks supplies

Assist with client invoices and orders processing

Collect data and prepare periodic and special reports, manuals, and correspondence

Greet clients, vendors and other visitors visiting office, direct visitors to appropriate colleague. Represent business with excellent client services

Record and prepare minutes of meetings during client meetings and internal business process discussions

Book flights, hotels and arrange other travel schedules for office staff for their company travel plans

May need to prepare business presentation for potential clients to assist sales team to pitch new sales

#### Employment Requirements

Must have completed grade 12

7 months to less than 1 year of Experience in office administration is required.

Professional, reliable, and well organized

Highly effective client services and organizational skills

Team player and highly adaptive to work in culturally diverse environment

Great command on Microsoft Office Applications, MS Excel, electronics scheduler and Adobe Professional for document processing. Working knowledge of cloud storage, invoice processing and document management system is an asset

How to Apply:

Please submit your application by email to [joinroadrunnertransport@outlook.com](mailto:joinroadrunnertransport@outlook.com) please mention position "Office Administrative Assistant" in subject line

We are equal opportunity employer, thank you for your interests for this position, however we will only contact candidate who meets the criteria.

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