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LOGISTICS & OFFICE SUPPORT ASSISTANT

- ★ Are you a detailed oriented problem solver?
- ★ Can you think on your feet no matter how fast paced the workday gets?
- ★ Would you like to work for a growing company that will give you the opportunity to grow with it?

If you answered yes to any or all of these questions, you might just have what it takes to be J&C Ventures' new Logistics & Office Support Assistant!

An all-encompassing transportation management position, as our Logistics & Office Support Assistant, you will play a vital role in facilitating numerous key tasks in the day-to-day operation of our very busy and dynamic company. Some of these tasks include, but are not limited to tracking maintenance for vehicles, load management, data entry, updating driver files, etc.

To thrive in this position, you must be organised, trustworthy and flexible to roll with change when needed. You must be confident in your computer skills and able to work with people. Lastly, while experience in the transportation industry would be an asset, we are open to training anyone should the right candidate come along.

Jason Ling
President.

