



CAREER OPPORTUNITY – ADMINISTRATION & YARD SUPPORT – STUDENT ROLE

Harvey Auto Carriers is the major auto carrier for the island portion of Newfoundland and Labrador for major vehicle manufactures since 1975. Harvey Auto Carriers operates a modern fleet of specialized tractor/trailer haul away equipment and offers a seamless transportation service.

ADMINISTRATION & YARD SUPPORT – STUDENT ROLE

Harvey Auto Carriers currently has an opening for the position of an Administration & Yard Support Work Term Student based in St. John's, NL. This position will be a full time role, with a maximum of 40 hours per week for the summer months.

This position will require the selected candidate to:

- Support all administrative duties in the office.
- Administration of Harvey Auto Carrier's account receivables.
- Update and communicate information to the required personnel within the company.
- Maintaining positive relations with customers and fellow employees.
- Support vehicle delivery as per manufacturers' standards.
- Support the preparation various reports.
- Ensure drivers are loading units in a safe and damage free manner.
- Ensure Compound is kept neat and clean.
- Notify the Operations Manager of any accidents/incidents.
- Report any discrepancies with the manifest and the actual units received to the office.
- Representing Harvey Auto Carriers in a professional manner at all times while adhering to all Company policies and displaying confidence and professionalism even during times of stress and in difficult situations.
- Performing other projects or miscellaneous duties as requested or assigned.

THE CANDIDATE

The ideal candidate will have the following:

- Will be completing a Post-secondary degree in Business Administration.
- Customer service experience.
- Results-focused.
- Excellent customer service skills.
- Strong organizational and time management skills.



- Strong problem-solving skills.
- Excellent verbal, written, and interpersonal skills.
- Ability to work independently and in a team environment.
- Comfortable with repetitive tasks.
- Ability to work in a multitask environment.
- Fully proficient in use of Microsoft office applications - specifically Power Point, Excel and Word.
- Ability to provide professional and courteous service in any scenario.

Interested candidates for the above noted role please apply by May 20th, 2022:

A. Harvey & Company Ltd.
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Fax: (709) 726-8044
Email: humanresources@aharvey.nf.ca

Harvey Auto Carriers is an equal opportunity employer; however only those selected for an interview will be contacted.