

EMPLOYER PLACEMENT REQUEST



Transportation Service Representative Minneapolis, MN

DEADLINE TO APPLY: Tuesday, August 30th, 2016

ALL APPLICANTS MUST APPLY ONLINE AT WWW.CPR.CA

Canadian Pacific (TSX:CP)(NYSE:CP) is a transcontinental railway in the United States and Canada with direct links to eight major ports providing North American customers a competitive rail service with access to key markets in every corner of the globe. CP is growing with its customers, offering a suite of freight transportation services, logistics solutions and supply chain expertise. Visit cpr.ca to see the rail advantages of Canadian Pacific.

PURPOSE OF POSITION:

You will be part of our Network Service Center office in Minneapolis, an organization of highly skilled employees dedicated to meeting and exceeding internal and external customer requirements in a 7 day a week, 24 hour a day operation

POSITION ACCOUNTABILITIES:

- Our Network Service Center encompasses a variety of roles in the Production Operations department (handling customer requests, inventory control, processing bill of lading information, exchanging railcars with other railways and Border Services activities), Accounts Receivable, Accounts Payable, Equipment Accounting, Supplemental Services/Demurrage, and Freight Claims;
- Respond to customer inquiries (calls, emails) and customer-identified problems;
- Handle customer requests from a variety of accounts and on a variety of topics;
- Provide internal and external customers with timely and accurate information supporting the delivery of transportation services.

POSITION REQUIREMENTS:

- An undergraduate degree in Commerce, Business Administration or Arts is preferred;
- Ability to work all 3 shifts and perform in a 24x7 environment;
- Strong problem solving, organizational and planning skills;
- Results-oriented with a sense of urgency;
- Strong written and oral skills to respond to internal and external requests for information;
- Ability to interact in a professional and constructive manner with both co-workers and customers working in a team environment;
- Proficient in the use of a variety of computer applications, including the Microsoft Office suite of applications;
- Must meet keyboarding standards established by the organization;
- Proficiency in consumer math and Microsoft Excel

Type of Business: Freight Transportation

Benefits: Health, dental, vision, life insurance, railroad retirement, 401k, tuition reimbursement and more.

CP is an equal opportunity/affirmative action employer, inclusive of protected veterans and individuals with disabilities.