

# The DOT Directory (DOT Data Systems Inc.)

Businessname and full Address	The DOT Directory (DOT Data Systems Inc) 35 Bridge Street East Picton, ON, K8P5G1
Geo Coordinates of business location	
Contact, Title of Contact and email.	Rommella Steele Carrier Operations Director rommella@dottrucks.com
Position Available	<b>Carrier Specialist</b> (Customer Service Experience- Outbound) **Bilingual (English/French) preferred but not required.**
Year-Round Full-time	# of Jobs available: 2
Year-Round Part-time	# of Jobs available:
Seasonal Full-time	# of Jobs available:
Seasonal Part-time	# of Jobs available:
Job Description	Update and maintain carrier data profiles efficiently by personally calling carriers (trucking companies) in a professional manner; enter carriers' information into database with accuracy; respond to carriers' calls and queries politely and in a timely fashion; ensure carrier data profiles (all of Canada and USA) are current and verified at least every 12 months; research and collect carrier information online for new accounts; and perform other duties as assigned.
Days	Monday to Friday
Hours	8:30 AM – 4:30 PM
Wage	\$12/Hr plus \$2/Hr premium for Bilingual (English/French)