



## **ONE TOUGH TRUCK**

Established in 1919, Fort Garry Fire Trucks is the largest fire apparatus manufacturer in Canada and are proud builders of fire trucks, custom built pumpers, aerial ladders, and related firefighting equipment.

### **WE OFFER:**

- COMPETITIVE SALARY
- HEALTH & DENTAL BENEFITS
- TRAINING
- INCENTIVE PROGRAM
- GROUP RSP/DPSP MATCHING
- A STABLE AND GROWING COMPANY WITH OVER 100 YEARS OF EXPERIENCE

Fort Garry Fire Trucks is an equal opportunity employer committed to employing a diverse team. We encourage applications from qualified women, men, members of visible minorities, Aboriginal peoples, and persons with disabilities.

Send applications to:

**Fort Garry Fire Trucks**  
RR#2 53 Bergen Cutoff Rd.,  
Winnipeg MB R3C 2E6  
Canada

Email: [HR@fgft.ca](mailto:HR@fgft.ca)  
*PDF files are preferred*

### **Contract Administrator**

Fort Garry Fire Trucks is looking to hire a full-time Contract Administrator. As a contract Administrator you will oversee client orders through their production cycle from the quoting stage to the final delivery.

#### **Applicant Requirements:**

- Proficient computer skills with exceptional knowledge of Microsoft Excel & Word
- Excellent communication and negotiation skills
- Reliable, organized and a proven ability to manage multiple projects and meet strict deadlines
- Reliable transportation is required. Busing is not available at our location.
- Legally entitled to work in Canada

#### **Responsibilities include:**

- Read and interpret technical specifications to prepare quotes
- Source and cost components
- Prepare RFP and tender packages for management review
- Manage multiple contracts from initial order entry to final customer invoicing
- Interact with customers and sales staff

