



EMPLOYMENT
OPPORTUNITY

Secretary - Receptionist

Val d'Or, Eastern Region

Reference No: #SR-15740-081125

*SMS Equipment Inc. supplies equipment parts and service to the **construction, forestry and mining** industries and **utility** product users. It was created to provide customers with integrated solutions and to expand our service capabilities as a **nationwide** organization.*

The Role:

The receptionist will be responsible for the following:

- Switchboard duties
- Directing calls to the appropriate parties & taking messages
- Greeting and directing walk-in customers
- Assist sales and parts departments in different clerical duties
- Posting accounts receivable
- Bank deposits
- Forms and stationary purchasing and control
- Other duties as assigned

Qualification:

- High school diploma or DEC
- Bilingual in both French and English
- Computer literate (Word, Excel)
- Minimum 1 year in a similar position
- Excellent customer service and organizational skills

*This is a very exciting time to be a part of **SMS Equipment Inc.** We are one of the largest Komatsu dealers in the **world** and believe our continued growth is a result of our highly skilled and engaged employees who deliver **excellence** in the workplace. If you are interested in working for a very dynamic company where your input, your ideas and your participation is valued, apply today. Our growth means **your success**.*

Apply today

Qualified applicants are invited to submit their resume, quoting competition number **SR-15740-081125**, to:

E-mail: cv@smsequip.com

Fax: (514) 636-0564

SMS Equipment
1945, 55^e avenue
Dorval, Qc
H9P 1G9

www.smsequip.com