



EMPLOYMENT  
OPPORTUNITY

## Service Agent

Fredericton, Eastern Region

Reference No: #SA-16420-090519

**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 objective of the position is offer an administrative support to the branch.

### The Role:

- Answer the phone and greet customers, visitors and suppliers
- Ensure accurate data is collected to open electronically work orders as per the quality management system (QMS).
- Prepare time sheet for administration
- Provide a support to the sales and the service departments: coordinate tenders, IN & OUT movements (transfers, rentals, demos & sales),
- All other administrative tasks.

### Qualification:

- Secondary degree (Secondary V)
- Two (2) years experience within a similar position
- Technical knowledge would be an asset
- Knowledge of Microsoft Offices (Word and Excel)
- Excellent customer service and organizational skills
- Bilingualism an asset

*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 **SA-16420-090519**, to:

E-mail: [cv@smsequip.com](mailto:cv@smsequip.com)

Fax: (514) 636-0564

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