



EMPLOYMENT OPPORTUNITY

Administrative Receptionist

Edmonton, AB- Western Region
Reference Number: AR-12940-090618

*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 Edmonton Branch has an immediate opportunity for a part-time Administrative Receptionist. The hours of this part-time position will be Monday – Friday from 10:00AM- 2:30PM.

The Role:

Under the supervision of the Operations Manager, the Administrative Receptionist's duties and responsibilities will include, but are not limited to:

- Reception duties which include: redirecting a busy multi-line switchboard, directing customers and walk-ins to the appropriate person, and assisting in employee tracking.
- Assisting all departments in editing, proofreading or composing forms, reports, agendas, meeting minutes, announcements and memorandums.
- Accounts Payable and Accounts Receivable as required.
- Assisting the Parts department in preparing Bills of Lading, verifying invoices, and ensuring time cards are accurate.
- Assisting the Service department in ordering, tracking and maintaining Service manuals.
- Assisting with the maintenance and ordering of Sales Manuals and Sales brochures. Assisting with any other sales administration functions as required.

Qualifications:

- 3+ year's office administration in an industrial environment.
- Experience with a busy multi-line switchboard.
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Proven general office and administrative 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 by e-mail or fax, quoting reference number **AR-12940-090618**, to:

E-mail: jobs@smsequip.com
Fax: (780) 451-2646

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