



## EMPLOYMENT OPPORTUNITY

### Administrative Assistant

Acheson, AB - Corporate Office  
Reference Number: AA-14440-100204

*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.*

Reporting to the Manager, Purchasing & Transportation, the Administrative Assistant will be responsible for a wide range of administrative and general support duties. This position works with a great deal of independence and functions within well-established and clearly defined procedures. Duties will include, but are not limited to:

#### The Role:

- Coordinates Company travel and accommodation requests
- Maintains SMS branded stationery and supply inventory
- Maintains spreadsheets
- Data entry for tracking and report development purposes
- Reception relief as required
- Additional administrative duties as assigned

#### Qualifications:

- High school diploma and 3-5 years experience in an administrative role within an office environment
- Strong computer skills (Word, Excel, PowerPoint, Outlook)
- Independent problem solving related to office administration and time management
- Ability to adjust to multiple demands and changing priorities
- Strong verbal communication skills
- Proven record of accurate attention to detail skills
- Purchasing experience considered an asset

***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. 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 **AA-14440-100204**, to:

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

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