



## EMPLOYMENT OPPORTUNITY

### Extended Warranty Coordinator

Acheson, AB – Western Region  
Reference Number: EWC-14440-051409

*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:

Under the general supervision of the Warranty Supervisor, the Extended Warranty Coordinator administers and supports policies and directives regarding SMS Extended Warranty. This position serves as a key contact for SMS branches regarding the Corporate SMS Extended Warranty Program. Duties include, but are not limited to:

- Coordinate and administer support services related to the SMS Extended Warranty Program.
- Administer the SMS Extended Claims Process.
- Review, analyze, and reconcile claims in order to make decisions as to their acceptance or rejection based on merit.
- Maintains extended warranty claim records and prepares reports as requires by the Warranty Supervisor.
- Prepares financial documents for disbursement of approved claims.

#### Qualifications:

Requires a post secondary diploma or journeyman certification in a related field. Equivalent combinations of relevant education and warranty experience may also be considered. Additional qualifications include:

- Ability to communicate effectively both orally, and in writing, with a variety of individuals or groups.
- Excellent computer proficiency in Microsoft Word and Excel.
- Ability to work independently, and/or as part of a team.
- Keen attention to detail with excellent time management skills.
- Strong negotiation and problem solving skills.
- Working knowledge of generally accepted accounting principles.

*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 **EWC-14440-051409**, to:

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

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