



## EMPLOYMENT OPPORTUNITY

### Service Assistant

Fort McMurray, 63N – Mining Division  
Reference Number: SA-14520-081017

*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:

Reporting to the Branch Administrator Assistant, this position provides administrative support services within the branch. Some of your duties will include

- opening, maintaining & closing work orders
- reconciliation of labour, parts and freight costs
- preparing quotes, invoices
- filing and reporting weekly work order closures

#### Qualifications:

- Requires Grade XII diploma supplemented by at least two years of administrative experience in service and related clerical and record keeping duties; or an equivalent combination of training and experience.
- Knowledge in NDS, SAP and TAC entry training are definite assets.
- Must be a team player with the ability to exercise good judgement
- Strong communication and inter-personal skills
- Excellent time management, work prioritization, and attention to detail
- Proficient in Microsoft Office applications (Word, Excel, and Outlook)

*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 **SA-14520-081017**, to:

E-mail: [jobs@smsequip.com](mailto:jobs@smsequip.com)  
Fax: (780) 743-2787

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