

NOW HIRING



S I M S O N
M A X W E L L

Branch Administrator

We are looking for a talented Branch Administrator to join the Simson-Maxwell team.

Simson-Maxwell has been selling industrial solutions for over 80 years and is a leading Western Canadian Company in manufacturing, sales and service of standby and prime power generator systems and industrial engine solutions. Today, Simson-Maxwell serves over 6000 customers across Western Canada from 7 branches. Simson-Maxwell is internationally recognized in the power generation industry for expertise in the custom design, engineering, sales and service of quality power generation and electrical control equipment. Let Simson-Maxwell power your ambitions and apply to join our team today!

POSITION OVERVIEW

The Branch Administrator provides front office support and maintains the daily administrative operations of the branch.

REPORTS TO

- Service Manager

TERMS

- Permanent, Full-Time.
- Monday to Thursday: 8:00am – 4:30pm, Friday 8:00am – 2:30pm. 1/2hr lunch break.

OUR COMPANY CORE VALUES

- **Team Oriented** - We create opportunities for our team members to build relationships and trust with each other, to ensure the entire team works well together.
- **Customer Focused** – We are dedicated to delivering a great customer experience and building strong customer relationships.
- **Flexible** – We demonstrate the willingness to change course to achieve our goals.
- **Respect** - We treat ourselves and others with high regard and consideration.
- **Fun** – We generate a supportive work environment that creates memorable experiences for all stakeholders.
- **Safety Oriented** – We prepare, prevent, protect, and respond to ensure our people and facilities are safe and more productive.

DESCRIPTION

In this role, you will contribute in the following ways:

- Handling incoming reception phone calls, email, fax, and mail sorting/forwarding.
- Providing customer support by being a point of contact for customers coming into the branch and directing them to the right department.
- Providing back up phone coverage for other branches.
- Performing data entry for new start up customers.
- Expense coding and submittal (i.e., Fuel receipts, Visa expenses, etc.).
- Vendor invoice coding/keying. Completing freight and brokerage coding.
- Submitting timecard / Payroll information (vacation calendar, attendance calendar, etc.).
- Organizing boardroom meetings and arranging catering.
- Completing branch bank deposits when required.
- Completing Visa reconciliations.
- Ordering and maintaining office supplies.
- Ensuring business licenses are up to date.
- Planning Social Committee Events.

COMPENSATION AND BENEFITS

- Base salary rate commensurate with experience.
- Benefits include options such as our Company Pension Plan, Medical/Dental/Life Insurance, Employee assistance program and a full complement of personal and professional benefits.
- Training opportunities.
- Company events.
- Our policy is to provide equal employment opportunities to all qualified persons without regard to race, gender, color, disability, national origin, age, religion, union affiliation, sexual orientation, veteran status, citizenship, gender identity and/or expression, or other status protected by law.

REQUIREMENTS

- High School Diploma, advanced education preferred.
- 3 years' administration experience.
- Previous Customer service experience.
- Advanced computer skills.
- Proof of Covid-19 vaccinations.

ATTRIBUTES

- Outstanding customer service skills.
- Ability to effectively communicate both verbally and in writing.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.

- Adaptable & confident - able to maintain a constructive & positive attitude.
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Self-starter with ability to work well on own and as part of a team.
- Ability to analyze complex problems and identify solutions.
- Strong attention to detail.
- Ability to work well under pressure.