

**REPLACEMENT  
POSITION**



## **BRANCH ADMINISTRATOR / SPECIFIED LEASING PROJECT ADMINISTRATOR**

***Location: Nanaimo***

***1 Position Available***

***Competition #: LM00691***

Leavitt Machinery is one of North America's largest Dealers for Materials Handling and Aerial equipment. We sell, rent, lease, finance, service & supply parts for Caterpillar, Mitsubishi, Taylor and Manitou Forklifts as well as complementary product lines such as JLG Booms and Scissor Lifts. As an equal opportunity employer with 18 locations in B.C., Alberta and Washington State, Leavitt is a growing organization looking to add to its talented team. We offer an excellent benefit package.

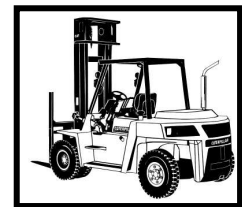
We have an immediate opening for a Branch Administrator / Specified Leasing Project Administrator in our Nanaimo location. This position requires an individual who will have excellent customer service skills, demonstrated superior organizational capabilities, excellent communication & analytical skills and must be able to cope with conflicting priorities with minimal supervision.

Responsibilities to include reviewing capital and maintenance costs related to equipment repairs and knowing the difference between them; maintaining an Access database; answering and redirecting incoming calls; greeting and assisting walk-in traffic; completing Payroll time sheets; expense reports; ordering office supplies; clerical support for all departments; reconciling petty cash; managing general office duties while interfacing with internal & external customers. Other duties include providing necessary back-up for Service Biller & Field Service Coordinator; filing; balancing credit card terminal, and various other duties as required. Must have training and/or experience with MS Access, Excel & Word. Prior experience in the heavy equipment industry or with SILK software will be considered an asset but are not required.

If you are an innovative, results oriented team player and have the skills required to succeed in this position, please fax or e-mail your resume in confidence to:



**Human Resources**  
**Fax: (604) 607-4455**  
**[leavitt.cv@leavitt.ca](mailto:leavitt.cv@leavitt.ca)**



It is our policy to contact only those candidates that we believe will be successful fit for our organization.

**CLOSING DATE: POSTING TO REMAIN OPEN UNTIL FURTHER NOTICE**

***"A proudly owned and operated Pacific Northwest Company"***