

**REPLACEMENT
POSITION**



BRANCH ADMINISTRATOR

Location: Langley

1 Position Available

Competition #: LM00694

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.

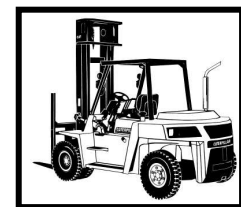
We have an upcoming opening for a Branch Administrator in our Langley location. This position requires an individual who has excellent customer service skills, superior organizational capabilities, excellent communication & analytical skills and must be able to cope with conflicting priorities with minimal supervision.

Responsibilities to include answering and redirecting incoming calls; greeting and assisting walk-in traffic; completing payroll time sheets; making travel arrangements; processing expense reports; ordering office supplies; balancing credit card terminal; providing clerical support for all departments; reconciling petty cash; daily AR banking and reconciliation; managing general office duties while interfacing with internal & external customers. Other duties include providing necessary back-up for the Human Resources Department with preparing new hire packages, reviewing resumes, creating internal & external job postings and personnel requisitions; tracking Employee Performance Evaluations and any other HR/AP related duties as 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



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"