Administrative and Operations Support

Job ID
51214

Stony Valley Contracting LP

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LOCATION	DATE POSTED	EXPIRY DATE
245 TaigaNova Cres., Fort McMurray, AB | Alberta	24-08-2026	20-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $32/hr	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

We are seeking a responsible, multi-talented professional to fill an Administrative and Operations Support role. This position manages daily office operations and general administrative activities, while maintaining the flexibility to step in as a Scale Operator on an on-call basis to support site operations. This is a full-time, permanent position.
Please apply by sending your resume to info@stonyvalley.ca

Job Description

Key Responsibilities
• Prepare, process, and issue customer invoices while maintaining accurate financial and operational records through data entry.
• Operate truck scales and reconcile scale tickets to ensure accurate documentation for outbound or inbound shipments and production.
• Answer, screen, and direct telephone calls, respond to customer inquiries, and coordinate meeting communications.
• Maintain inventory records and assist with routine inspections of workplace safety equipment and supplies.
• Provide basic technical assistance to office and scale site personnel by following established troubleshooting procedures for minor IT issues.
• Maintain, clean, and organize office and scale facilities and assist with general site support duties.
• Perform other administrative and operational duties as assigned to support daily company operations.
**Company health benefits provided upon 3 months continuous employment. Benefits include: Medical, Vision, STD/LTD, Employee Family Assistance, Health Care Spending, Dental, Life Insurance. Pension plans are also available after 6 months continuous employment.

***Applicants must speak, read and understand English fluently.

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