

Administrative and Operations Support

Stony Valley Contracting LP

Job ID
51214

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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.