

Career Posting

Willing to train, if you want to learn!

Evening and Weekend Receptionist

We want to work with an individual who...

- Maintains a high degree of professionalism and customer service at all times
- Possesses a strong commitment to opening and closing the front office efficiently and on time
- Is proactive and has the ability to work independently
- Has the ability and willingness to assist others and prioritize work assignments
- Demonstrates strong problem solving and judgment capabilities
- Loves a busy office environment, where multitasking and taking on diverse tasks is the norm
- Has the ability to work well under pressure
- Is diplomatic
- Takes pride in being accurate
- Has strong organizational and time-management skills

You will be responsible for, but are not limited to the following key duties:

- Greeting all visitors to the office and efficiently handling their enquiries
- Answering and directing incoming telephone calls in a pleasant and professional manner
- Completing administrative projects as assigned
- Maintain confidentiality when dealing with company information
- Various office related duties

In order to succeed you need to possess the following skills:

- Strong computer skills – junior to intermediate
- Adept verbal communication
- Exemplary organizational and time management skills
- Attention to detail and accuracy

Hours:

Mon, Tue & Wed	12 Noon – 8:00pm
Thurs & Fri	Off
Sat & Sun	9:00am – 4:00pm

Paid: Hourly Rate

Please submit your resume HR@emeraldmanagement.com to apply for this position.

We thank all applicants for submitting resumes; only those chosen to interview will be contacted.