

Career Posting

Join a great team

Receptionist

We are looking for a dynamic individual who wants to focus on providing exceptional customer service. 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
- Has exemplary organizational and time-management skills
- Likes to be appreciated

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

- Greeting visitors to the office and efficiently handling their enquiries
- Answering and/or directing incoming telephone calls in a pleasant and professional manner
- Completing administrative projects as assigned
- Maintaining 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
- Attention to detail and accuracy

Hours:

Monday - Friday 8:30am – 5:00pm

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