



August 2024

### **Job Posting – Receptionist**

Position: Full-Time

Closing: This posting will remain open until the position is filled.

#### **Job Description:**

The receptionist will be the first point of contact for the company and you will provide administrative support across the organization. You will handle the flow of people through the business and ensure that all receptionist responsibilities are completed accurately and delivered with high quality, in a timely manner.

#### **Responsibilities:**

As the receptionist, your responsibilities are but not limited to the following:

- Serve visitors by greeting, welcoming, directing, and announcing them appropriately.
- Answer, screen, forward any incoming phone calls while providing basic information or referring inquiries.
- Receive and sort daily mail/deliveries/couriers.
- Maintain security by following procedures and controlling access
- Perform office duties such as filing, photocopying, scanning, faxing, archiving, posting notices etc.
- Other office responsibilities such as everyday errands, keeping the office, boardroom, waiting areas and bathrooms tidy throughout the day
- Purchasing office and coffee supplies, picking up lunches/dinners for meetings when needed.
- Administer petty cash
- Performing credit checks on new business vendors for the various corporations
- Maintain all office equipment including photo copier, paper shredders and coffee machines, and arrange for furnace repairs, office repairs and water delivery as necessary
- Outside duties such as sweeping steps, immediate light snow removal, salting stairs and curbside garbage.

#### **Requirements:**

- Proficient with Microsoft Office Suite
- Professional appearance
- Solid Communication skills both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multi-task, prioritize and work well under pressure
- Team oriented and able to interact with multiple departments.
- Willingness to take on new tasks and assignments when required.
- Ability to work independently, accept responsibility with limited supervision
- Must have a valid drivers license and reliable transportation – you will be paid KM's for errands and picking up supplies and lunches/dinners when necessary.

#### **Please E-mail your resume with a cover letter to:**

Yvonne Wesley: [ywesley@Kitsumkalum.com](mailto:ywesley@Kitsumkalum.com) & Diane Collins [dcollins@Kitsumkalum.com](mailto:dcollins@Kitsumkalum.com)

*A scope of work **will be provided** with position that may include additional duties.*

*Thank you for your interest, only those shortlisted will be contacted.*