

Job Posting-Receptionist

Summary:

We are looking for a receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks. As a receptionist, you will welcome guests and greet people who visit the business. You will be the first point of contact for our company.

Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable with all necessary stationery and material
- Provide basic and accurate information in person and via email/phone
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

Knowledge, Skills, and Abilities

- Proficiency in Microsoft office
- Hands on with equipment (fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

Qualifications

- High school degree, or GED
- Driver's license, drug test, criminal record check

PLEASE SEND RESUME TO:

T.Papaquash@keyband.ca or drop off at Key Health Centre

Only those selected will be interviewed