



External Job Posting  
Receptionist (Permanent Full-Time)

### Summary

The Receptionist is responsible for a wide variety of clerical office duties in support of company administration. This includes coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and scheduling appointments. The Receptionist will also be responsible for administering company correspondence.

### Job Duties

- Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties.
- Take and record telephone, e-mail, or written messages for staff members.
- Type forms, letters, reports, and memos as necessary.
- Receive and distribute all forms of paper correspondence.
- Present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Observe and report any security issues to their immediate supervisor.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Maintain the reception in a tidy and presentable manner.

### Requirements

- High school diploma or GED, or an acceptable level of education and experience.
- Two years of direct work experience in a receptionist capacity.
- Strong knowledge of general office procedures involving procurement, travel arrangements and so on.
- Able to write simple correspondence, including memos, letters, etc.
- General mathematical skills.
- Ability to carry out instructions in written, verbal, or diagram form.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Strong knowledge of Microsoft Office applications, including Excel, Word, and PowerPoint.
- Superior telephone manners and strong interpersonal skills.

**Submit cover letter and resume by 4:30 pm on July 20, 2017 to:**

**Attention: VP Human Resources, Paskwayak Business Development Corporation Ltd.  
Box 10100  
Opaskwayak, MB, R0B 2J0  
pbdcbill@hotmail.com**

**Only those qualified or selected for an interview will be contacted.**