

RNC**Employment Service**

905-727-3777

Aurora

222 Wellington Street East, Main Floor

Job Title

Administrative Receptionist**Job # 1901004**

NOC / NAICS

1241 / 541611

Date

January 7, 2019

Location

York Region
(AURORA: Industrial Pkwy North)

Wages

\$38,000-\$42,000 /year

Experience
(Yrs.)
 0-1 1-3 3-5 5+

Hours/Week 40

Employment
Type
 Perm Temp Seasonal
 FT PT
Schedule
Availability

Monday to Friday 9am-5pm

Benefits Available
After Probation Period
 No Yes:
Workplace / Physical
Requirements**Company**

This company specializes in roofing and the building envelope with a diverse client base that includes shopping malls, hospitals, property management companies, insurance companies, industrial clients, government agencies and corporations, condominiums, school boards, universities, and architects. Great career opportunity with a rapidly growing, progressive, industry-leading company.

Position Summary / Candidate Profile

A Reception opportunity working for a construction company located in Aurora. This role is responsible for all office administration within the organization and an ideal candidate is professional, organized and detail-oriented.

Job Duties

This position is responsible for all office administration within the organization. In this position you will represent the company in a professional manner, often as the first contact with existing and potential clients

- Answer telephone calls and direct callers to the appropriate department
- Ensure client reports are formatted correctly
- Edit client reports for technical and grammatical accuracy
- Forward completed reports to clients in a timely manner
- Create new client files and record new client information as required
- Prepare and distribute weekly site report
- Maintain/update Master Project List
- Prepare & distribute Project scheduling weekly report
- Co-ordinate Leak Tracker program
- Maintain office equipment and order supplies for same
- Order office supplies and maintain office supply inventory
- Maintain project files
- Change the back-up tape daily

- Co-ordinate daily mail
- Co-ordinate courier as required
- Attend courses to enhance personal development
- Perform other duties as required

Requirements / Candidate Profile

- **Previous experience in a similar role**
- **MS Office – intermediate level**
- Pleasant telephone manner
- Excellent written and oral communication skills
- Post-secondary education
- Ability to multi-task
- May be required to attend company events outside regular hours of work

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.