

**RNC****Employment Service**

905-727-3777

*Aurora*

222 Wellington Street East, Main Floor

Job Title

**Receptionist and Sales Support****Job # 2018-12-005**

NOC / NAICS

1414 / 311811

Date

December 5, 2018

Location

York Region  
(Aurora: Industrial Pkwy South)

Wages

Based on experience

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

Hours/Week

30+ hours / week

Employment  
Type
 Perm    Temp    Seasonal  
 FT    PT
Schedule  
AvailabilityWeekdays, schedule can be  
accommodated for right candidateBenefits Available  
After Probation Period
 No    Yes:
Workplace / Physical  
Requirements**Company**

Local custom cake and gourmet cupcake bakery is seeking a high-energy Receptionist and Sales Support person to join their team. This creating bakery creates custom cakes, cookies and offers cupcake parties.

**Position Summary / Candidate Profile**

A Reception opportunity working in an elegant bakery setting located in Aurora. This role is responsible for greeting guests to the bakery and an ideal candidate has interest in art and/or baking, and is friendly and outgoing.

**Job Duties**

You will be working in a fun and inspiring environment where delighting customers is the business. Administrative and sales support including:

- Answering phones and emails
- Assist with administrative tasks for the business
- Sales support including helping walk-in and telephone customers by answering questions about products, turnaround times, etc.
- Perform back up for sales staff as well for this very busy location
- May perform cashier tasks
- Be proactive to support the founder and team members in business tasks
- May assist Founder with clerical tasks as needed

**Requirements / Candidate Profile**

- Strong interpersonal skills is a MUST
- Artistic or baking flair an asset
- Happy and Enthusiastic and Personable when helping and greeting customers
- A self-motivated, energetic & positive team player
- Excellent communication skills and comfortable handling telephone
- Highly organized and strong attention to detail

- Reliable and dependable
- Customer Service and Sales experience is an asset

#### How to apply

**To apply please submit resume to [HRQR@rnces.ca](mailto:HRQR@rnces.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.*