
JOB DESCRIPTION

Title: Receptionist

Summary:

Reporting to the Office Coordinator the successful candidate will maintain high levels of enthusiasm, teamwork, motivation and commitment. Must be professional in appearance and demeanor and also adhere to company dress code. Provide support and information to staff, vendors, contractors and clients, while greeting visitors and answering phones.

Responsibilities:

- Answer all incoming calls, forward calls and take messages
- Maintain File Share folder – forward faxes to appropriate person
- Meet and greet visitors
- Process all outgoing mail and couriers
- Distribute incoming mail, parcels and couriers
- Use Outlook Calendar to schedule meetings, vacation and sign out
- Maintain conference rooms - organize and clean, especially after meetings
- Make sure common areas, kitchen and meeting rooms are tidy
- Take care of Toshiba Copiers: ordering, replenish paper, maintenance
- Assist Office Coordinator with company functions
- Provide support to various departments as needed

Skills:

- Personable, professional attitude, preferably some office environment experience
- Excellent interpersonal and communication skills: cooperative, patient, supportive, calm under pressure and loyal team player
- Exceptional analytical and problem-solving skills, first-rate tact and diplomacy
- Organized, self-motivated, and efficient; Ability to multi task

Education and Experience:

- High school diploma and/or administrative certificate or diploma
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Keyboard skills

Hours of work:

Capital Engineering works a standard 40 hours work week, as follows:

- Winter Hours: Monday to Thursday 8:00 am to 5:30 pm (9 hour work days)
Friday: 4 hour work day, from 8:00 am to 12:00 pm
- Summer hours: 4 x 10 hour days – every Friday off for 13 weeks
- Lunch break of 30 minutes

What's in it for you?

- Excellent compensation & health benefit package;
- Opportunities for continuing advancement through training and learning new skills;
- Excellent work environment, free parking and nearby public transit;
- Exercise gym & games room with change rooms & showers, including: treadmills, stationary bicycles, ellipticals, universal gyms, and free weights;
- A work-life balance with flexible work schedules, start times and lunch hours, and a 4-day summer work week;
- Opportunities to join the Employee Social Club and participate in the Edmonton & Area Corporate Challenge

If you want to become part of our innovative and dynamic team please submit resumes in strict confidence to: careers@capitaleng.ca

Capital Engineering is an equal opportunity employer and we thank all applicants for submitting their resume; however, only those candidates considered for employment will be contacted.