

WorkBC Employment Services – Job Posting

RECEPTIONIST

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Pemberton
Address of the Job	
Job Type	;#Full Time;#1-year maternity coverage, year-round;#
Availability Requirements	;#Monday to Friday;#9am to 5pm ideally;#
Level / Salary Range	Competitive wage based on experience.
Years of Experience	
Position Area	
Date Job Posted	3/7/2019 12:00:00 AM
Application Deadline	4/6/2019 12:00:00 AM
Contact Name	Jacki Bassillion
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	www.whistler-jobs.com/job/receptionist-pemberton/ Applications received via email will be redirected to the website
Job Description	<p>One of Pemberton’s best local employers is looking to hire a Receptionist for a 1-year maternity leave which could potentially lead into a permanent position. Working alongside a great team of people, this position offers full-time hours with a competitive salary and excellent benefits.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> - Answering phones, directing calls and customer queries, providing basic customer service. - A series of administrative functions including but not limited to printing, photocopying, scanning, faxing, filing, customer invoicing, mass mailings, and processing monthly client statements. - Electronic archiving of customer related documents. - Sort, date stamp and distribute incoming mail and process outgoing mail. - Prepare board room for meetings and keeping supplies stocked (office supplies, coffee, milk, etc). - Accept customer payments and provide receipts.

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	<ul style="list-style-type: none"> - Provide customers with products as required and fill out required receipts or invoice slips (this includes products from our outdoor inventory storage facilities). - Assist in receiving and counting inventory. - Complete special projects and miscellaneous assignments as required.
<p>Accessibility</p>	
<p>Desired Qualifications and Experience</p>	<p><i>The Perfect Candidate:</i></p> <ul style="list-style-type: none"> - At least one-year experience in a similar role is preferred. - Ability to be self-sufficient, proactive and take initiative. - Be a constructive member of a multi-faceted team and possess problem solving capabilities. - Excellent command of the English language and business level communication skills. - Proficiency with Microsoft Office and experience with ERP software or databases. - Efficiency in operating and troubleshooting office equipment. - Willingness to adhere to company procedures, policies and safety regulations. <p><i>Additional Information About the Role:</i></p> <ul style="list-style-type: none"> - Full-time, year-round. Monday to Friday, 9am to 5pm ideally. - Competitive wage based on experience. - Comprehensive medical/dental benefits package. - Work within a vibrant team in a very nice office setting. Supportive team and management.
<p>Opportunity Type</p>	<p>?</p>