



## SEASONAL RECEPTIONIST

Coast Aggregates is looking for a Seasonal Receptionist at our Squamish location. We sell top quality construction aggregates, sand, decorative rock and organic top soil throughout the Sea to Sky Corridor. As the Receptionist you will be the first point of contact for our customers both in person and on the phone. You enjoy dealing with customers and helping out the rest of the team when needed.

### Main Responsibilities:

- Assist all customers (both on the phone and in person) in a professional and courteous manner
- Order office stationary and supplies as needed
- Ensure lobby and photocopier room are kept tidy throughout the day
- Arrange couriers as directed
- Order catering for company lunches & meetings
- Fill photocopiers with paper daily
- Assist Administrative Services Manager with various duties as needed

### Training and Experience:

- Previous reception or administrative experience necessary

### Skills:

- Experience with phone switchboard
- Must have excellent telephone manner
- Good working knowledge of Microsoft Word & Excel
- Good organizational and time management skills
- Ability to maintain a professional demeanour at all times
- Professional attitude and willingness to assist customers and coworkers

This position is a seasonal hourly position (immediately to September 1<sup>st</sup>, 2017) with hours of 8am to 4pm Monday to Friday. Pay is dependent on experience, and will be in the range of \$14-\$15 per hour.

Please email your resume to [marika@cardinalconcrete.ca](mailto:marika@cardinalconcrete.ca). We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls please.