

Receptionist

Our company in Burnaby is seeking a Receptionist to help support our growing business. We offer great career opportunities from coast to coast, along with excellent pay programs, benefits, training and a culture where we strive to help our staff members.

Position Overview

The Receptionist receives incoming calls, determines the nature of each call and directs the caller to the appropriate person or department. Answers basic inquiries and takes messages.

Day-to-day responsibilities

- Meet and greet customers in a professional manner
- Operate switchboard telephone system
- Communicate with callers in a professional, friendly and efficient manner.
- Take thorough messages
- Provide basic information to callers who have general inquiries
- Assist with filing duties and other administrative tasks as needed
- Perform other duties as assigned
- Be friendly, professional, courteous and efficient when working with all customers and employees

Qualifications

- Excellent written and verbal communication skills
- Ability to operate a multi-line switchboard
- Strong public skills
- Must be proficient in Excel & Word

Please submit all applications to greatcareer@jplease.com.

Only Successful candidates will be contacted.