

The Company

The Jim Pattison Group is the largest privately held company in Canada with over 49,500 employees worldwide; operating a large number of companies in a diverse set of industries. Jim Pattison Lease has been operating in Canada since 1961. The company has branches across Canada and the United States and is a Leader in Customized Fleet Management, providing Vehicle Fleet Leasing, Vehicle Remarketing through both wholesale and retail channels, and Fleet Management solutions for commercial enterprises.

About Jim Pattison Lease: <http://www.jimpattisonlease.com/about/>

About the Jim Pattison Group: <https://www.jimpattison.com/about/our-story/>

Are you interested in building your career with a reputable, leading fleet management company that is continually growing?

Jim Pattison Lease is seeking a highly motivated individual for the unique opportunity of building your personal career with a stable organization that is continually growing.

The Opportunity

The receptionist position is in our Calgary office. This position has full-time hours of 8:30-5:00 Mon-Fri.

Position Description

Reporting to the Remarketing Manager, you will have a multifaceted role within your job function. Greeting customers and making a strong first impression in our Calgary facility. Knowing the whereabouts of team members in the Calgary Office. Routing inbound phone calls to the appropriate department. Along with being the receptionist you will have direct accountability for Assisting the Remarketing Dept with invoicing, managing incoming and outgoing mail and courier deliveries, copying, faxing, scanning, use of Microsoft Office, and daily bank deposits.

Key Attributes and Skills

This role is vital to our success as we move forward towards becoming the *Best-in-Class* service provider in our target market. This is a customer and field support position whereby the individual in this role must possess the following attributes:

- Strong administration skills
- Strong interpersonal skills
- "How Can I Help" attitude.
- Team Player
- Customer Focused
- Positive, enthusiastic

- Excellent Time Management Skills
- Strong computer skills
- Good working knowledge of vehicle leases and interconnected fleet management services.

How to Apply

If this opportunity is of interest to you, please send your resume and brief cover letter to greatcareer@jplease.com

Candidates must have a valid driver's license and be eligible to work in Canada. We thank everyone for their interest, however, only those qualified and considered for an interview will be contacted at this time.