

Receptionist

Through its desire to offer a quality product with desirable choices, a local and efficient production process, and personable - first-hand experiences, our client sets itself apart from its competitors.

Our client is currently seeking a Receptionist for their busy Fall Season. The successful candidate will be working within a dedicated Customer Service team.

Job Duties:

- Provide general reception and administrative duties to all areas of the office
- Respond to customer inquiries
- Receive, direct and relay telephone, email and fax messages to appropriate staff members
- Greet, assist and/or direct students, visitors and the general public
- Maintain an adequate inventory of office supplies
- Provide word-processing and secretarial support

Job Requirements:

- previous experience in a similar role
- experience within the School Photography industry in a definite asset

The right candidate for this opportunity will possess the following attributes:

- effective two-way communication skills
- Strong interpersonal skills
- Excellent time-management skills with the ability to multi-task across several different projects
- Attention to detail
- Ability to work independently as well as within a team environment

Additional information related to this opportunity:

Start Date: Approximately September 13, 2010

End Date: Approximately December 10, 2010

(Note: position could be used to fill future vacancies)

- Due to position requirements, candidates must be prepared to undergo a Criminal Record check

Hourly Wage: \$ 13.50-\$15.00 per hour (Pay period is semi-monthly)

Hours: 35-40 per week, Monday- Friday, Day

Positions Available: 1

To Apply: If you meet the requirements of this opportunity and wish to apply, please forward your resume and cover letter to:
santoro.fg@enhancesolutions.ca

Note: Candidates selected for an interview will be contacted within 14 days.