

RECEPTIONIST

You're a Receptionist seeking work in an organization that will allow you to put your customer service and organizational skills to the test.

One that offers challenge and growth, and the opportunity to embrace both strategic thinking and tactical execution. A company where you can make an impact, and be recognized as a valuable team member.

Eagle's Flight is that organization, and we're looking for a motivated Receptionist, who can utilize their strong interpersonal skills to support our Office Services team.



Reporting to the Office Services Manager, the Receptionist is the first point of contact for guests and employees. The successful applicant will provide exceptional internal and external customer service while answering phones, coordinating resource bookings, reception, and office services activities. This is a part-time position; Monday to Friday, 1pm - 5pm.

This is a contract position for 12 months.

Sound like you? If so, find more details on the following page.

In This Role You Will:

- Welcome visitors by greeting them with extraordinary friendliness, in person or on the telephone; answering or referring inquiries
- Receive couriers and incoming mail; distribute accordingly
- Prepare and post outgoing mail and manage interoffice mail processes
- Distribute incoming faxes
- Manage resources: Rooms/AV Equip/ Conference call bookings etc.
- Create welcome signs for incoming visitors as required
- Maintain a safe and clean reception area
- Support the Facilities Coordinators by cleaning the kitchen area as needed
- Administrative support
- Other duties as required

You Must Have:

- 1-2 years of work experience
- Switchboard and reception experience
- Intermediate working knowledge of Microsoft applications
- Well organized and detail oriented with superior communication skills
- Commitment to absolute quality, exceptional service and genuine friendliness
- The ability to coordinate reception, telephones and various clerical duties in a fast paced, rapidly changing, and at times, noisy environment

Closing date: January 21, 2019

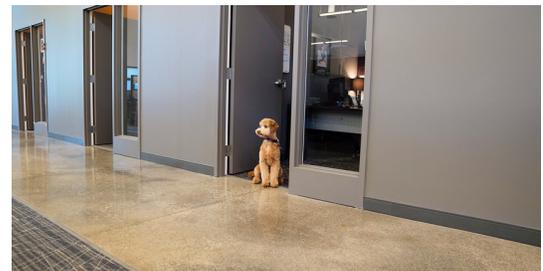
Start Date: Immediately

About the Team You'll Be Joining

*Exceptional Service · Absolute Quality · Genuine Friendliness
· Leadership Excellence · Ethical Profit*

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit team that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

Eagle's Flight employees who demonstrate high performance and commitment have the opportunity for career development and advancement within our team.



If this sounds like you, we'd love to hear from you!

To apply, please send the following **three things**:

1. Cover letter
2. Résumé
3. 1-2 minute video telling us about yourself **AND** why you want to join the Eagle's Flight team

Applications can be sent to comesoarwithus@eaglesflight.com. Please include **Receptionist** in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.