



Office Receptionist

Description

We are currently looking for a full-time Office receptionist to join our team. This position is based in Winnipeg, MB. If you are a highly organized mature individual with excellent communication skills and enjoy providing administrative support, we would love to hear from you.

As the successful candidate, your duties would include:

- Provide administrative support to the office/field staff
- Perform data entry and maintain accurate records
- Perform general clerical duties such as filing, photocopying, and organizing documents

Qualifications:

- Previous experience working in a similar administrative role is preferred
- Experience in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational skills with the ability to multitask and prioritize tasks effectively
- Excellent written and verbal communication skills
- Attention to detail and accuracy in data entry and record keeping
- Ability to maintain the confidentiality of sensitive information
- Must have a Strong Phone Presence

Closing Date

April 2, 2024

Categories

Business, Finance and Administration

Employer

Skylark Homes Ltd.

Location

Inkster

Address

1027 McPhillips Street
Winnipeg, R2X 2K6

Job Type

Full-time

Education Level

High School

Wage

\$18.00 - \$18.00

- Somebody who works well under pressure

NOC Group: 14101

NOC Job Title: Receptionists (NOC 14101).

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Job Types: Full-time/ Permanent

Wages:18.00 hourly / 30 to 40 hours per Week

Schedule:

- 8 hour shift
- Monday to Friday
- Weekends

Benefits:

- Casual dress
- On-site parking

Positions Available: 2

Ability to commute/relocate: Winnipeg, MB: reliably commute or plan to relocate before starting work (required)

Experience: Experience is an asset but willing to train the right individual.

Work Location: In person

Employment groups: This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Newcomers to Canada, Visible minorities, Youth

How to apply: Please email your resume to skylarkhomesltd@gmail.com

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.

Email

skylarkhomesltd@gmail.com