

RECEPTIONIST

LloydSadd
INSURANCE BROKERS



Edmonton | Reporting to: Direct of Service

POSITION OVERVIEW

The Receptionist role is responsible to manage the reception desk and complete a variety of administrative tasks as required for the Client Support Services team.

We are looking for a special, passionate administrative professional who can effectively manage their workflow around competing priorities without sacrificing service quality, and can deliver consistent, high end results on schedule. The successful candidate will be detail driven, highly organized, and will be passionate about providing exceptional client service at all levels

RESPONSIBILITIES:

Our Receptionist, while managing the reception desk, will also complete a variety of administrative tasks

- Answering all incoming calls creating a warm, welcoming and positive experience for all clients and guests visiting the office
- Collection of incoming mail and coordination of outgoing mail, including inputting Purolator and calling in courier mail
- Scanning of documents throughout the office
- General administrative duties including keeping prep kitchen facilities clean and tidy, completing requests for catering and boardroom bookings for events/meetings, etc.
- All other duties or special projects as assigned



REQUIREMENTS:

- 1-2 years experience in a receptionist/administrative role
- Completion of Highschool Diploma is required
- College education in an office administration or related program an asset
- Professional and friendly demeanour
- Ability to multi-task in a fast-paced environment
- Effective listening skills
- Positive and self-motivated
- Excellent organization, planning and prioritizing skills
- Ability to meet deadlines and communicate the status of assignments
- Effective verbal and communication skills
- High level of accuracy and attention to detail required

Qualified candidates are invited to email their resume and cover letter to: hr@lloydsadd.com.

Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.