



RECEPTIONIST [12-18 Month TERM POSITION]

Collicutt Energy Services is a solutions-oriented, engine company. We specialize in custom manufacturing, repair, overhaul, and maintenance for all engine brands across diverse industries, consistently raising the standards for customer satisfaction. Our company culture emphasizes safety, respect and continuous learning, fostering an environment where employees can thrive professionally and personally.

We are currently seeking a **Receptionist** to join our **Red Deer Administration Team** on a 12–18-month term (maternity leave coverage) with an anticipated start date of May 6, 2026.

This role is the face of our organization – responsible for creating a welcoming first impression while keeping daily office operations running smoothly. You’ll balance front desk responsibilities, administrative coordination, and HR/Payroll support in a fast-moving environment

Key Responsibilities:

- Manage front desk operations including calls, visitors, and overall reception experience
- Maintain a clean, organized, and professional front office and common areas
- Coordinate incoming/outgoing mail, couriers, and office supply inventory
- Support meetings, company events, and general office coordination
- Complete time entry and review bi-weekly timesheets for payroll accuracy
- Maintain employee records and administrative data in systems (e.g., SAP)
- Assist with onboarding, employee communications, and recognition programs
- Support basic accounting tasks including cheque processing and tracking

Qualifications and Skills

- 3+ years of administrative experience (payroll, accounting, or finance support strongly preferred)
- High school diploma required; Office/Admin or Accounting education is an asset
- Strong experience with payroll processes, timesheets, or financial data entry
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with ERP systems (SAP preferred) and/or accounting tools
- High attention to detail with strong accuracy in data and numbers
- Organized, adaptable, and able to manage multiple priorities without dropping the ball
- Professional communicator with a customer-focused, team-first attitude

How to Apply

Submit your resume to hr@collicutt.com with Receptionist (Term) in the subject line or apply to this job through Indeed.ca.