

Receptionist

Collicutt Energy Services Corp, a leader in the power generation and natural gas industry, is currently seeking a Receptionist to join the Collicutt team in the Red Deer Head Office. We are looking for someone who is ready for the opportunity to grow with the company and challenge themselves.

The position requires:

- Grade 12 diploma or relevant work experience, business admin diploma would be an asset
- SAP or related ERP system experience is an asset
- Experience with a Social Committee an asset
- Conscientious, ambitious, and responsible individual
- Outgoing personality & ability to multi-task
- A love of people and high level of professionalism
- Excellent customer service, reliability and problem-solving skills with strong analytical and decision making skills
- Keen eye for detail
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Self-motivation; the ability to work in a very dynamic environment
- Effective time management, including the ability to anticipate and deal with the effects of change
- Excellent knowledge of Microsoft Office and advanced computer skills
- Strong communication skills with the ability to effectively communicate with internally and external clients
- Able to operate multi switchboard
- Commitment to Collicutt Core Purpose and Core Values

The successful candidate will be responsible for:

- Greet and assist visitors in a positive and welcoming manner
- Answer, screen and forward any incoming phone calls while providing basic information when needed for all branches
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (visitor sign in, issue visitor badges)
- Perform other clerical duties such as filing, photocopying, collating, faxing, data entry etc.
- Order stationary and supplies and be accountable to the stationary budget given for the year
- Ensure kitchen and office supplies do not run out by completing a weekly checklist
- Maintain an accurate and organized filing system
- Maintain the appearance of the reception area, boardroom and supply room
- Keep various lists and databases up to date
- Put together and enter expense claims as required
- Send weekly reports
- Manage Fastenal machine and security badges
- Assist with event organization
- Deposit cheques
- Update forms
- Assist Accounting department with AP entry and statements
- Assist HR with new hire administrative tasks
- Special projects as required

The potential for success with our expanding, progressive, privately owned business is unlimited. We recognize our team members as individuals, and consider mutual RESPECT to be the key to building a cohesive, productive Team.

We offer a comprehensive compensation package including: solid group benefits, RRSP matching, referral bonus, course reimbursement and access to world class medical specialists through our unique Best Doctor's program as well as an Employee Assistance Program.

Please submit your resume in confidence, along with your salary expectation, and availability date by responding to this ad.

*No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~
~ It's Fun to Win ~ Finding a Better Way*

