

Aboriginal Friendship Centre of Calgary

<https://www.afccalgary.org/job/receptionist/>

Receptionist

Description

Steel River Group has an exciting opportunity for a Receptionist to join our team in Calgary, Alberta. The Receptionist will provide the essential support functions necessary for the overall operation of the office.

[Click here for more details](#)

Responsibilities

- Greet staff and visitors to the office in a professional and courteous manner
- Handling all front desk duties with enthusiasm and professionalism
- Maintain office supply inventory and cleanliness of office
- Plan, organize and coordinate Company events and meetings
- Assist with a wide array of general administrative tasks such as maintaining user lists, liaising with vendors, other office contacts and processing expense claims
- Organize and maintain files, records and databases
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting correspondence
- Prepare reports by collecting and analyzing information
- Ensure proper operation of office equipment by proactively arranging preventative maintenance; following manufacturers instructions; troubleshooting malfunctions; calling for repairs; and maintaining supply inventories;
- Manage agendas, travel arrangements and appointments
- Place orders for Company promotional items and other Company needs as required
- Assist and support multiple departments across the Company
- Other duties and tasks as assigned

Contacts

To apply, please visit the Careers section of our website www.steelrivergroup.com.

Only selected candidates will be contacted. Follow us on LinkedIn and Facebook for the latest job postings and news.

Steel River Group is an equal opportunity employer. Thank you for including us in your career search!

Date posted

September 10, 2019

Valid through

September 23, 2019