



JOB POSTING	
Position Title	Receptionist
Reports to	Vice President, Corporate Services
Location	Calgary, Alberta
Number of Positions	1
Job Type	Full-time
Resumes Accepted Until	September 23, 2019

Steel River Group was born out of a deep belief that there has never been a better time to reimagine how an Indigenous Business defines, creates and captures value for our people and alliance partners. Steel River Group focuses greatly on our workplace culture; where People and Relationships are at the core of our foundation where we believe that success will be achieved when a group of likeminded individuals operate in a collaborative environment.

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.

Key Job Duties

- 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

Knowledge/Experience Required

- 1-3 years professional receptionist or administration experience
- Certificate or Diploma in Office Administration, an asset
- Excellent computer skills, specifically in Microsoft Office (Excel, Word and Outlook)
- Organization, time-management and multi-tasking skills are required
- Ability to meet deadlines and work in a fast-paced environment
- Excellent interpersonal, communication and customer service skills
- Ability to work in a growing, dynamic and changing environment
- Optimistic/collaborative approach and attitude towards work
- Handling and maintaining confidential information

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!