

## Receptionist

The successful candidate will be a motivated self-starter, friendly, outgoing and excellent at multitasking. As a key member of the administrative team, this is an exciting and challenging position in a growing organization.

### **Responsibilities**

- Greeting and providing a welcoming environment for all visitors
- Answering phones, managing and redirecting calls
- Maintaining a clean and safe work environment in all communal areas including reception, meeting rooms and staff kitchens
- Ordering office supplies for the organization
- Mailing services including mail run, distribution of mail, and arranging for courier shipping
- Seeking to continuously improve administrative processes, systems and customer satisfaction
- Maintaining visitor logs for all key cards issued within the building
- Managing various tasks while keeping on top of deadlines and conflicting priorities
- Other duties as assigned

### **Qualifications**

- Minimum High School Diploma
- 2-4 years of experience in a receptionist or administrative role
- Knowledge of computers and relevant software applications, OSS 360, Excel is preferred
- Ability to demonstrate professionalism in work and self-presentation
- Ability to work in a team environment as well as independently with minimal supervision
- Be positive and display eagerness to learn
- Excellent verbal and written communication skills
- Possess a keen eye to detail taking pride in a job well done
- Value open communication and have a willingness to invest in working relationship

*If you feel that this position is for you, please forward your cover letter and resume to the address below, clearly stating how you meet these requirements. This position is based out of Brandon, MB. Salary and benefits to be commensurate with education and experience.*

**NetSet Communications**  
**5 Granite Road**  
**Brandon, Manitoba**  
**R7A 7V2**  
**careers@netset1.ca**

*NetSet Communications is one of Canada's largest Wireless Broadband private Internet Service Providers, well known for professionalism, integrity, and great service. By joining us, you will become part of a fast pace and dedicated team that works together to provide our clients with the highest possible level of service. As a member of the team we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In return, we are committed to providing you with every opportunity to learn and grow to the highest level of your ability and potential.*