

# Receptionist and Office Administrator

## MISSISSAUGA | Reporting to: Controller

### POSITION OVERVIEW

Jones DesLauriers is hiring for a friendly and reliable Receptionist and Office Administrator reporting to the Controller. The successful candidate will be responsible for performing a number of administrative duties, which include reception and mail responsibilities for the JDIMI office. The successful candidate will be highly professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment. This is an excellent opportunity to join a growing company that offers competitive compensation.

### RESPONSIBILITIES:

- Operate switch board by answering incoming telephone calls and directing calls to appropriate internal staff.
- Communicate directly via phone, email or in-person with internal employees and provide reliable and timely resolutions to their inquiries.
- Communicate via phone, email or in-person with external vendors in a professional and courteous manner.
- Greet visitors and inform employees of visitors' arrival.
- Responsible for all incoming mail, which includes opening mail, scanning correspondence into our CRM system, and ensuring all documents reach the appropriate person in a timely manner.
- Responsible for all outgoing couriers (except ICS), which includes receiving the shipping details from our internal staff and placing the Purolator order online to ensure all packages reach the appropriate person in a timely manner.
- Ensure any deliveries or orders reach the appropriate person
- Act as a backup to the Office Coordinator on building-related items and communicate to staff when necessary, about building related information.
- Ensure that mail room and reception areas are well-maintained.
- Assist with any office projects as needed



### REQUIREMENTS:

- 2 years of reception/front desk/office coordination experience
- This is an essential services position and the successful candidate must work from the office during the Pandemic and regular business hours from 8:30am to 4:30pm
- Must adhere to Covid-19 laws as regulated by the Ontario Province and office protocols ensuring health and safety of all staff and clients/visitors
- Professional in dress code and demeanor with strong customer service acumen
- Strong interpersonal skills with the ability to build effective working relationships with all levels of an organization and with external stakeholders
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Team player, willing and able to adapt to change
- Proficient in MS Office Suite (Word, PowerPoint, Excel)

*We are committed to providing accommodation upon request for applicants and employees with disabilities.  
If you require accommodation, we will work with you to meet your needs.*