

Receptionist (temporary position)

The Town of Legal is seeking a friendly and organized Front Desk Receptionist to join our team.

As the first point of contact for our office, you will greet residents and customers, answer phone calls, and provide exceptional customer service. The ideal candidate will have experience in a Municipal office setting and possess excellent organizational and communication skills. This is an entry level role requiring an enthusiastic and highly organized individual with administrative experience.

Essential Functions / Responsibilities:

- Manage the daily operations of the front desk such as, answering and administering the phone system, greeting residents and customers, mail, and couriers, ordering and maintaining office supplies and equipment.
- Assist with administrative duties such as typing, filing, scanning, uploading, document preparations, payment processing and data entry.
- Maintain clean and organized reception area, ensuring a professional and welcoming environment.
- Ensure rooms are set up for the meetings, copier area has supplies, general office supplies are adequately stocked.
- Provide administrative support in various departments of administration.
- Other duties as assigned to support the overall functioning of the municipal office.

The successful Candidate will possess the following qualifications:

- High school graduate, Administration diploma or equivalent experience,
- Strong communication and interpersonal skills, with a friendly and professional demeanor and ability to excel in team environment.
- Excellent organizational and time management abilities, with a high attention to detail.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) and familiarity with office equipment.
- Ability to multitask and prioritize tasks effectively in a busy work environment.
- Punctual, dependable and a strong work ethic, including a high level of confidentiality.
- Knowledge of phone etiquette and ability to operate multi-line phone system.

We offer competitive pay based on experience. This is a temporary full-time position with an anticipated end date of August 23, 2024. If you are a motivated individual who enjoys providing exceptional customer service, we would love to hear from you. Apply today! Please email your resume to akeane@legal.ca or drop off at Town of Legal Municipal Office located at 5021 – 50 Street.

Submission Deadline: May 8, 2024

We thank all applicants for their interest, however, only those under consideration will be contacted.