

We have an exciting opportunity and are looking for the right individual to join our team on a permanent, part-time basis (10AM – 2PM) with potential to work into full-time.

Responsibilities:

- To answer all incoming calls, and respond to caller's inquiries in a positive, professional manner;
- To redirect calls as appropriate and take clear, concise messages when required;
- To greet, assist and direct all visitors;
- To pick up and sort internal mail;
- To stamp, deliver and maintain mail machine for external mail;
- To prepare daily cash deposits as required and/or requested;
- To prepare packages and arrange courier pick up;
- To update phone and distribution lists;
- To maintain a clean, safe, fully stocked and well-organized reception area;
- To assist with small projects as required by other administrative support (i.e. labels, bulk mailing, etc.);
- To uphold and promote the organization's values and philosophy relating particularly to ethics, morality, and integrity;
- To complete other duties as assigned;

Experience:

- Exceptional interpersonal, oral and written communication skills;
- Previous experience in reception is considered an asset;
- Must exhibit professional and polished telephone manner;
- Competence to work in a team environment;
- Must have a robust work ethic with a desire to learn and grow;
- Ability to handle multiple tasks at once, work under pressure, and meet deadlines;
- Highly organized and detail focused;
- Expertise in Microsoft Office (Word, Excel, PowerPoint, E-Mail)
- Expertise in CDK software considered an asset but not mandatory.

Additional:

- Health/Dental/STD/LTD benefits
- Deferred profit-sharing plan
- Standard work hours for full-time potential
- Paid overtime

Please state your expected wage in your cover letter which will be negotiable upon experience and/or knowledge.

Learn more about Southland International Trucks Ltd. at <http://www.southlandit.com>.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Only email applications accepted.

email: kayelene@southlandit.com