

Job Title: Receptionist

Job Type: Permanent, Full-time

Reporting to: Vice President, Operations

Summary:

This front-line position is responsible for being the first point of contact for Bennington. The incumbent will provide exceptional administrative support across the organization as required. This role is vital to the success of the company because they are the first official representative that customers, brokers, and other strategic partners come into contact with when they call or visit the office. The job includes a variety of assignments and duties, however one of their most important roles is to professionally and courteously greet and welcome customers and other visitors, either in person or by telephone.

Essential Duties and Responsibilities:

Reception

- Retrieves messages from voicemail and forwards to appropriate personnel
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department
- Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable
- Answers questions about organization and provides callers with address, directions, and other information
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel
- Handles incoming and outgoing mail and courier packages
- Receives, copies and inputs cheque information and distributes to appropriate parties
- Scan documents into the system
- Maintains a pleasant appearance of the reception area
- Daily clean up and organization of office kitchen and other common areas
- Performs other clerical duties such as filing, photocopying, collating and ensuring that all local photocopiers are filled
- Other duties as assigned

Requirements:

The successful candidate will have a strong attention to detail and have the ability to work well under pressure. Strong customer service and interpersonal skills are required, as is the ability to self motivate. The candidate must demonstrate good judgment, dependability and initiative. A positive attitude and professional demeanor are crucial. The candidate must also have an excellent understanding of sensitive and confidential information, and keep such information private at all times.

The successful candidate must be organized and accurate. Strong written and oral communication skills are essential and proficiency in Microsoft Office is a must.



Qualifications:

A college diploma/certificate in office administration is preferred (or equivalent work experience). Applicants must have 1-2 years of experience in a similar role.

Bilingualism in English and French is considered an asset.