

Receptionist

Company Introduction

Kelson is the leader in mechanical construction. Our success is the natural consequence of our people...our team-oriented approach...the long-term relationships we forge with our clients...and our unwavering commitment to quality in all aspects of our work and the lives of our employees and clients. We have been in business for 70 years and our values run deep. Projects at Kelson are not owned by individuals or departments, but by all of us, which is why it's common to see new employees from one discipline collaborating with 30-year veterans from another. Kelson is proud to be recognized as one of Canada's Best Employers and as a Platinum Member of Canada's Best Managed Companies.

Summary

The Receptionist role at Kelson is an amazing all-encompassing role that puts you front and centre of the entire organization – you are the connection to our clients, our employees, our vendors and everyone who reaches out to connect with Kelson. Here are some of the amazing things you will work on:

- As the first line of contact you will answer a very busy switchboard and provide general information, transfer calls, take messages, use an internal paging system and connect callers to their destination.
- Welcome all visitors to the head-office and maintain a secure environment with our visitor sign-in register.
- Manage all incoming faxes, emails, mail, couriers, shipments and distribute as required.
- Coordinate with our vendor to order, distribute and maintain all technical equipment – laptops, cellphones, etc.
- Order office supplies, maintain inventory and distribute to construction project sites as requested.
- Manage the Kelson clothing line – manage orders; distribute to employees and maintain inventory.
- Coordinate flight arrangements for distance employees.
- Maintain and track company licensing requirements (Business, IT, Vehicle).
- Update telephone, cellphone, email, address lists and distribute as needed.
- Email, mail, track purchase orders, monthly progress billings, other general correspondence.
- Coordinate business card orders, maintain inventory and distribute as needed.
- Member of the Fire Alert Team.
- Manage Boardroom and Kelson Training Centre Calendar
- Manage Out-of-Office Calendar

Requirements -

- 2-3 years of related experience in a front of the line role.
- Excellent customer service experience, friendly, strong communication skills, able to multi-task in a fast-paced environment.
- Strong computer skills including MS Office, Switchboard, Paging System.
- Strong administration skills with the ability to interact with a diverse team of contributors.
- Exceptional organizational skills and the ability to prioritize multiple requirements, attention to detail and a high level of accuracy.
- Self-directed and a great team-player.
- Access to a vehicle for other duties including errands in and around the local business area.

Apply

Interested individuals please apply on company website – Careers www.kelson.on.ca