

Receptionist/Administrative Assistant

Title:	Receptionist/Administrative Assistant
Location:	Calgary, Alberta
Job Type:	Full Time, Staff Position
Experience Level:	3-5 years of relevant experience
Education:	Administrative Diploma or Certificate from and accredited program
Reporting To:	Manager, IT
The Role:	<p>The Receptionist is the welcoming “face” of Keywest Projects (KWP) and is responsible for providing a positive first impression to our visitors and clients. The primary responsibility of this role is to attend to all visitors and clients, both over the phone and in person. The Receptionist will demonstrate excellent customer service in a professional manner, take initiative, while maintaining a clean, and organized front reception office environment.</p>
Responsibilities:	<p>As the “face” of the company, you are the first point of contact to:</p> <ul style="list-style-type: none">○ Represent KWP in a professional, friendly manner○ Maintain the visitor register○ Direct visitors to the correct person and offer refreshments, when appropriate <ul style="list-style-type: none">• Ensure back up when absent from reception desk• Answer and screen incoming calls in a timely manner<ul style="list-style-type: none">○ Clearly determine the purpose of the call and forward to the appropriate person○ Handle queries and provide correct information○ Record and deliver messages accurately and completely• Book meetings, internal lunches and “lunch and learn” presentations• Oversee meeting room bookings - assist with set-up of meetings when requested• Order, receive, stock, storage and distribution of office supplies• Maintain tidiness of common areas, kitchens, boardroom, reception.• Place Office Service Requests as needed:<ul style="list-style-type: none">○ Building maintenance, burnt out lights, temperature control, etc.• Send, receive, and distribute mail and courier packages• Maintain Reception Desk Instructions binder• Maintain and update KWP “Out of Office” Calendar• Create and update office name plates on all KWP floors, as needed• Set up, clean, stock, new employee’s desk• Coordinate KWP Travel requirements



- Follow-up with Process Drafting to ensure Floor Plans and Phone lists are updated on a monthly basis, or as required.
- Document preparation
 - Labels, Z-fold, hole punch, binder assembly
 - Photocopy and collate documents
- Cross check and review invoices, stamp and submit to the appropriate manager for their approval.
- Proof and edit written materials, as well as formatting and word processing: Word/Excel/Publisher/Visio/Power Point
- Coordinate and track KWP coffee program inventory levels and costs
- Obtain business card proofs and place orders
- Assist Business Development with company events
- Serve as a safety representative, while supporting the HSE lead on a number of requirements and initiatives
- Assist the President on an as required basis
- Maintain KWP's organizational chart
- Take initiative to ensure smooth day to day processes/meetings/etc.

General:

- Track, report and submit timesheets
- General assistance with the day-to-day activities of Keywest Projects
- Act as a partner in your development by identifying training opportunities and publications, periodicals or journals that would contribute to the knowledge base of the organization
- Identify to management areas of improvement both personally and professionally that would be to the betterment of all
- Offer assistance to others on an as needed basis

Qualifications: The qualified candidate will possess the following:

- Strong interpersonal and communication skills
- Advanced skills in Microsoft Excel and with database entry
- Ability to handle confidential information.
- Excellent organizational and communication skills
- Self-motivated. Take initiative to develop or change processes to be more efficient and effective.
- Ability to work within tight deadlines and manage multiple priorities.
- A desire to be a strong team player and contributor in a dynamic, quality focused organization

What We Offer: Keywest believes in growing careers as a team through opportunity and success and offers a fast paced and challenging work environment in an organization that values and encourages quality. We offer competitive remuneration, profit sharing plans and benefit packages along with development opportunities that align with individual career plans. We create an environment where people can capitalize on their strengths and develop additional capabilities.



We will contact only those applicants with whom we wish to arrange a follow-up interview. **No Agencies please.**

