

Receptionist

Collicutt Energy Services Corp. is a recognized expert in engine rebuild and servicing, and a leader in the natural gas and diesel power generation industry. We offer unlimited potential for success with our expanding, progressive, privately owned business. We recognize our team members as individuals and consider mutual RESPECT the key to building a cohesive and productive Team. Employment at Collicutt offers endless learning opportunities, a safety-first philosophy, mutual commitment, fun, and community involvement.

Our comprehensive compensation and benefits program includes:

Competitive Wages, Solid Group Benefits and Flex Spending Account, RRSP Matching, Referral Bonuses, Apprenticeships and Course Reimbursements.

Our Core Values:

No One Gets Hurt ~ We Are Like a Family ~ Do What's Right ~ Do What You Say ~ It's Fun to Win ~ Finding a Better Way

We are currently looking for a full-time **Receptionist** to join our **Red Deer Head Office**. We are looking for someone who is ready for the opportunity to grow with the company and the industry. The hours of work will be from 8:30am – 5:00pm.

Responsibilities:

- Greet and assist visitors in a positive and welcoming manner
- Answer, screen and forward any incoming phone calls while providing basic information when needed for all branches
- Review time entry for hourly staff
- Review bi-weekly timesheets for accuracy and send to payroll when completed
- Maintain security by following procedures and controlling access (visitor sign in, issue visitor badges)
- Order stationary and office supplies and be accountable to the stationary budget given for the year
- Plan company events
- Maintain coverall process
- Ensure kitchen and office supplies do not run out by completing a weekly checklist
- Maintain an accurate and organized filing system
- Maintain the appearance of the reception area, boardroom and supply room
- Keep various lists and databases up to date
- Put together and enter expense claims as required
- Assist HR with new hire tasks, such as business cards/name plates, updating Employee Phone List, Ring Central instructions, email signatures, etc.
- Add new hires to SAP
- Manage Fastenal
- All other tasks as required

Requirements:

- Grade 12 diploma or relevant work experience, business admin diploma would be an asset
- A love of people and high level of professionalism
- Outgoing personality & ability to multi-task

- Excellent customer service, reliability and problem-solving skills with strong analytical and decision-making skills
- Excellent organizational skills with a strong ability to communicate effectively verbally and in writing
- Excellent knowledge of Microsoft Office and advanced computer skills
- SAP or related ERP system experience is an asset
- Able to operate multi switchboard
- Experience with a Social Committee an asset
- Ring Central experience an asset
- Commitment to Collicutt Core Purpose and Core Values

How to Apply:

If you are interested in this exciting opportunity please submit your resume, along with your salary expectation, and availability date to hr@collicutt.com or by applying to this job post through Indeed.ca.

~Don't wait any longer! Come be part of our FAMILY~

