

## POSITION DESCRIPTION FOR OFFICE ASSISTANT/RECEPTIONIST

**Title:** Office Assistant/Receptionist  
**Department:** Administration  
**Reports To:** Senior Vice President, Administration & Corporate Secretary

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### Function:

The Office Assistant/Receptionist provides general office and administrative support. The incumbent will be responsible for interpreting internal policies and procedures and will serve as a resource to others.

### Responsibilities:

- Manage the CFO's Outlook calendar and contacts
- Coordinate the CFO's travel and other related arrangements
- Greet all visitors and ensure they are put in contact with the appropriate staff member
- Answer multi-line telephone system; screen calls; take accurate messages; and transfer calls to the appropriate staff member
- Arrange logistics for company meetings, including reserving meeting rooms; coordinating participants; and arranging refreshments and/or catering as needed
- Assist in the timely preparation and distribution of meeting materials
- Manage electronic and paper filing system in an organized and accessible manner
- Serve as backup for delivering mail when required
- Update associate staff phone list as needed
- Responsible for tracking usage and inventory of parking validation
- Perform other related duties as assigned

### Skills:

- Excellent interpersonal skills and professional demeanor
- Excellent customer service skills
- Strong organizational skills, including the ability to prioritize, multi-task, and work effectively as either a team player or independently with minimal supervision
- Good judgment and the business acumen to make well-reasoned decisions with respect to matters arising on a day-to-day basis
- Excellent verbal communication and client management skills, including the ability to handle all communications diplomatically and confidentially
- Strong attention to detail
- Proficiency in Microsoft Office, including Outlook, Excel and PowerPoint

### Education:

- High School Diploma or Equivalent Required

### Experience:

- At least two years of relevant experience

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related*

*instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*