

**Position Available:** Receptionist in the Oil and Gas Industry

**Part-Time:** Approximately 20 plus hours per week at approximately \$15 per hour

**Deadline for Applications:** Wednesday, June 7, 2017, 4:00 pm

**Email Resume & Cover Letter:** [logistics@inclusionNL.ca](mailto:logistics@inclusionNL.ca)

(Please Note Receptionist Position in the Subject Line of your Email)

InclusionNL of Empower The Disability Centre has partnered with a business in the Oil and Gas industry interested in hiring a receptionist for their office located in the central area of St. John's, NL (Kenmount Road Area).

Are you a person who self identifies as a person with a disability seeking an employment opportunity as a receptionist? If so please forward your resume and cover letter for this position.

**Job Summary:**

The Receptionist is responsible for providing secretarial, clerical and administrative support in order to ensure that administrative services are provided in an effective and efficient manner.

**Duties and Responsibilities:**

- Answer phones and transfer to the appropriate staff member and take and distribute messages
- Greet public and clients and direct them to the correct staff member
- Coordinate courier service, receive, sort and distribute incoming mail and prepare outgoing mail for distribution
- Faxing, scanning and copying of documents
- Assist with event planning and implementation
- Monitor and maintain office supplies and keep office area and kitchens clean and tidy

- Responsible for inventory and ordering of kitchen, coffee and stationary supplies
- Provide support to the executive assistant and other administration duties as required; any and all departments
- Responsibility to comply with company Quality, Health, Safety, Environmental and Security policies, procedures and reporting requirements in relation to their work activities.

### **Qualifications:**

#### Education/Experience:

- Completion of Office Administration Certificate
- 1-2 years' experience in an administrative position considered an asset

#### Personal Qualities:

- Exceptional verbal and written communication skills
- Strong computer skills i.e., Microsoft office and email
- Advanced organization, prioritization and multi-tasking skills

#### Position Eligibility:

- Candidate will be currently unemployed and EI Eligible
- Self-identify as a person with a disability