

Pollard Windows & Doors

<https://pollardwindows.com/job/receptionist/>

Receptionist

Description

Reporting to the Customer Service Manager, the receptionist will answer all calls and direct as appropriate; serve visitors by greeting, welcoming, and directing them appropriately; notify company personnel through phone or paging system of visitor arrival; and maintain the security and telecommunications system.

Responsibilities

- Sort all incoming mail, providing the mail to the appropriate person; process all outgoing mail daily including invoices
- Prepare all waybills for outgoing courier mail
- Separate and sort shipping invoices and attach P.O. where necessary
- Date-stamp all incoming cheques and resumes
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions
- Monitor incoming invoices and forward to the accounts payable department
- Maintains security by following procedures; monitoring logbook; issuing visitor badges
- Sorting documentation such as pink copies of orders, attaching them to invoices as needed
- Maintains telecommunication system by following Customer Service Manager's instructions for house phone and console operation
- Act as emergency response dispatch for the property; directing Emergency Services to specific areas of the plant to ensure prompt response
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Contributes to team effort by accomplishing related results as needed

Qualifications

- Min. High School education preferred
- Ability to read customer orders

Job Benefits

- Company events
- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Profit sharing
- Vision care

Hiring organization

Pollard Windows

Employment Type

Full-time

Job Location

1217 King Road, L7R 3Y3,
Burlington, Ontario, Canada

Date posted

November 21, 2024

Valid through

31.12.2024