

Receptionist

May 2018

Location:	Burlington, Ontario
Reports To:	Marketing Manager
Type	Part-time (approximately 10:00am – 2:00pm) 1 year Contract

POSITION SUMMARY

Hadrian requires a professional and friendly front office receptionist to support our continuing growth and desire to offer an industry-best customer experience.

RESPONSIBILITIES

- Greet and welcome visitors
- Connect visitors to the appropriate office and staff member(s)
- Work with the Sales and Marketing team on promotional efforts as well as through data analysis and opportunity tracking
- Maintain office security by following safety procedures and controlling access through logbook oversight and the issuance of visitor badges
- Ensure reception area is tidy and presentable
- Answer and direct incoming phone calls
- Provide basic and accurate company information in-person, by phone and via email
- Receive, sort and distribute daily mail; receive deliveries and arrange for couriers
- Order front office supplies and maintain inventory of stock
- Maintain email distribution lists and databases
- May assist with catering, organizing meetings
- Contribute to the overall functioning of the team by maintaining awareness of best practices/emerging issues, both internally and externally, sharing best practices and building effective working relationships across the team and company.
- Other duties as required.

SKILLS

- Professional and friendly with a customer service attitude
- Solid written and verbal communication skills
- Proficiency in Microsoft Office Suite
- Experience with data analysis
- Excellent organization skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Ability to be resourceful and proactive when issues arise
- Familiarity with CRM an asset

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent
- Post-secondary in Office Administration or Marketing an asset



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- 2 - 5 years of work experience as a Receptionist, Front Office Representative or similar role
- Experience in marketing related activities an asset

