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| Atherva MOREAddress · PhoneEmail · LinkedIn Profile · Twitter/Blog/Portfolio |
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**Linda Smith**

T4T B5B

Stonerock Offices

9191 River Street

Calgary, AB

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| Dear Linda smithAre you looking for a full-time receptionist? Stonerock Offices is expanding our administrative team with the addition of a full-time receptionist will respond to all incoming calls, greet and direct all visitors, answering inquiries in a positive and professional manner that is representative of stonerock. The responsibility for this job is to serve visitors by greeting, welcoming and directing them appropriately. You will also have been notifying company personnel of visitors’ arrival, you will be also needing to keep maintain of company files and facilitates ordering and receiving offices supplies and maintains office supply inventory. You will be also answering calls from visitors by answering or referring inquiries, you shall direct visitors by maintaining employee and department directories. You will need to operate the telecommunication system by following the manufacturer’s instructions for house phone and console operation. Keeping a safe and clean reception area by complying with procedures, rules and regulations, Support continuity among work teams by documenting and communicating actions, irregularities, and continuing needs. What helps also is you contributing to team effort by accomplishing related results as needed.***Qualifications/Skills**** Telephone Skills
* Good Verbal communication
* Keyboarding 40-60 words per minute
* Active Listening
* Showing good professionalism
* Costumer focus
* Organization
* Informing others
* Handles pressure.
* Supply Management
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* ***Education, experience and licensing requirements***
* Post-secondary diploma is an asset.
* Familiarity with phone systems
* Previous experience with Microsoft office software preferred.

Sincerely,

Atherva More.