



For 10 years, HR Associates has been and continues to be the leading staffing, recruitment and consulting firm to the public and not-for-profit sectors of Ontario. Our clients include many large and high-profile organizations in the: municipal, provincial, and federal governments, not-for-profit, social services, environmental and health care sectors. We are experts in staffing a wide variety of roles for our clients and we are looking for a dynamic individual to recruit for our administrative and professional-level roles.

We are currently recruiting for a **Receptionist** to work for our public sector client.

Responsibilities

- Greeting visitors, answering and directing telephone calls and providing information;
- Responding to email inquires via correspondence;
- Coordinating boardroom bookings;
- Working with multiple departments to track correspondence and materials;
- Providing general administrative support; and
- Other duties as assigned.

Qualifications

- Previous experience in an office environment at front desk reception answering multiple lines and extensions;
- Excellent communication and customer service skills
- Tact and diplomacy in dealing with a variety of people
- Ability to exercise sound judgment, tact and diplomacy;
- Ability to multi task;
- Strong organizational skills
- Proficient in MS Office including Word, Excel and Outlook.

If you feel your skills and qualifications meet the above requirements, please email your resume in Word format to: Emp105@hrassociates.ca .

We thank all applicants for their interest; however only candidates selected for an interview will be contacted.

HRASSOCIATES

302 The East Mall, Suite 410, Etobicoke, ON M9B 6C7
Tel: 416.237.1500 Fax: 416.237.9234
Web: www.hrassociates.ca