



**CALL TODAY 1-800-211-2500**  
Ready Machinery & Equipment (Canada) Inc

**Receptionist / Admin Assistant (Part-time)**  
**Reports to: General Manager**

**Job purpose**

Front desk receptionists play a key role in a wide range of organizations as they often present the first impression of the organization to clients and customers. Ready machinery is looking for a part-time (3 days a week) receptionist to join their team.

**Duties and responsibilities**

- Greet clients and visitors with a positive, helpful attitude.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues and management with administrative tasks
- Performing ad-hoc administrative duties.
- Support with accounting tasks and data entry
- Sorting and distributing mail.
- Provide excellent customer service.
- Scheduling appointments and service calls.
- Perform other duties as assigned.

**Qualifications**

- 1-2 years previous experience as a receptionist or in related field
- High school diploma
- Consistent, professional dress and manner.
- Knowledge of office administration and procedures
- Proficient in Excel, Word, Outlook, and Access. QuickBooks knowledge is a definite asset.
- Excellent communication skills both verbal and written
- Able to multitask and work in a fast pace environment where priorities are changing very quickly
- A demonstrated commitment to high professional ethical standards in a diverse workplace
- Open to direction and collaborative workstyle and commitment to get the job done
- Ability to work with little supervision