

O'Brien Lifting Solutions Inc. is a proud Canadian manufacturer of overhead cranes, jib cranes, workstation cranes and a supplier of commercial doors and loading dock equipment, serving the industry for 50 years. Our highly skilled service department provides 24/7 overhead crane service, commercial door repair and loading dock repair to reduce your downtime.

We are seeking a resourceful and self-motivated individual to join our dynamic team as a Receptionist.

The Receptionist is responsible for a wide variety of clerical duties in support of the company administration. This includes greeting all visitors arriving at O'Brien Lifting Solutions Inc., answer, screen and direct all incoming telephone calls to the appropriate person or department, while providing excellent customer service. The successful candidate will also provide clerical duties such as filing, sorting and distributing office mail and certain accounts payable and receivables duties.

Duties and Responsibilities:

- Operate and manage switchboard of 9 lines, answer, screen and forward telephone calls, taking messages and providing information as required
- Coordinates with telephone contractor when required and programming set up of phones for new employees
- Maintains and ensures visitors sign into log book
- Types forms, letters, reports and memos as necessary
- Date and stamp incoming mail, distribute mail and manage postage meter
- File vendor purchase orders, customer orders and various reports for purchasing and accounting departments
- Log all purchase orders and invoices for purchasing and accounting departments
- Process customer credit cards
- Match invoices to packing slips and purchase orders
- Manage stat declarations
- Verify supplier statements and communicate about solutions when required
- Support overall organization in administrative duties
- Maintain the reception area in a tidy and presentable manner
- Other duties as assigned

Knowledge, Skills and Abilities:

- High school diploma or GED required.
- 3 years of direct work experience in a receptionist capacity
- Strong knowledge of general office procedures involving procurement, basic accounts payable and receivable procedures
- Superior typing skills
- Ability to compose simple correspondence, including memos, letters, etc.
- General mathematical skills
- Ability to apply understanding to carry out instructions in written, verbal or diagram form
- Knowledge of supplies, equipment, and or service ordering, as well as inventory control of these items
- Strong knowledge of Microsoft Office programs, including Excel, Word and Power Point
- Able to maintain filing system and basic databases
- Excellent analytical and problem solving skills
- Meticulous in record keeping
- Superior telephone manners and strong interpersonal skills
- Strong written and verbal skills to communicate with all levels of the organization and its executive team
- Strong customer service orientation

O'Brien Lifting Solutions Inc. offers a competitive compensation and benefits package, and an exceptional opportunity for career development and growth