

Job Posting
Talent Pool Job Fair
September 22, 2021
Business Receptionist

All-Type Office Services Ltd. has been offering office support solutions to Edmonton and surrounding area businesses for over 40 years. Our services include office space rentals to bookkeeping services to word processing and everything in between.

We are looking for a reliable, energetic person willing to learn to perform a variety of administrative and clerical tasks: provide support to the Owner, Co-Workers, and Clients, assist in day-to-day operations of the office including receptionist duties, inventory, and month end reports. This person will be eager to learn. If you enjoy being busy and taking on new challenges, this is the position for you.

- Salary Range: \$42,000 annually (to be negotiated)
- One Position Available, Required As Soon as Possible
- Permanent, Full-Time
- 40 hours/week
- Qualifications Required: Accurate typing skills, polite telephone manner, able to read, write, and communicate effectively in English, multi-tasking expert, organized
- Experience: No experience required
- Education: High School Diploma or general education degree (GED)
- Computer Experience: Knowledge of Excel, Word, Outlook

Please send resume and cover letter to: receptionist@shaw.ca

All-Type Office Services Ltd.
11420 - 142 Street
Edmonton, AB T5M 1V1
T 780/448-9911
www.all-type.com