

# RECEPTIONIST/OFFICE ADMINISTRATOR

**COMPANY:** Jayman BUILT

**LOCATION:** Edmonton, AB

**TYPE:** Full-time

**SALARY:** \$50,000.00-57,000.00

## JOB DESCRIPTION

Builder of the year 23 times. Picture a career with us.

We currently have an opportunity for a Receptionist/ Office Administrator in our Edmonton location. Your commitment to our customers and office staff contributes to the overall customer experience. The ideal applicant will be responsible for providing administrative support as required to all departments, as well all front desk duties as outlined below.

You have a passion for Customer Experience, excellence both in verbal & written communication and have a strong desire to work alongside a team to complete key deliverables in a timely yet detailed fashion.

## WHAT YOU WILL BRING TO THE TABLE:

- ▶ Strong proficiency in Microsoft Office (Word, Excel, Outlook).
- ▶ 2-4 years' experience as a receptionist/front-end administrative role in a fast-paced office environment is required.
- ▶ Superior customer service and communication skills.
- ▶ Outstanding phone etiquette and positive demeanor.
- ▶ Strong attention to detail and accuracy.
- ▶ Detailed organizational skills.

102, 5083 Windermere Blvd, Edmonton, AB T6W 0J5

PHONE (780) 481-6666 FAX (780) 481-7711

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- ▶ Presenting a professional appearance is essential to this role.

## A DAY IN THE LIFE OF A RECEPTIONIST/OFFICE ADMINISTRATOR

- ▶ Meet and greet the visitors to the Jayman offices in a professional and courteous manner.
- ▶ Manage the main phonenumber and ensure calls are directed appropriately and efficiently.
- ▶ Provide administrative support to all departments by performing various administrative and clerical tasks.
- ▶ Manage and assist with the office boardroom bookings and corporate functions.
- ▶ Take booking and maintain schedule for Jayman Moving Vans.
- ▶ Order and maintain office supplies as required.
- ▶ Coordinate and manage all seasonal inspections working closely with customers and architectural inspectors.
- ▶ Assist our design centre with food preparation, customer needs and touring customers.
- ▶ This position will be required to work up to two Saturdays per month (maximum of 6 hours).
- ▶ Maintain inventory of items in various areas.
- ▶ Learn and work efficiently with internal computer systems (FAST, CRM, Report Manager).
- ▶ Tracking and releasing trade cheques.

## AS A 2023 BEST MANAGED COMPANY, WE WILL PROVIDE YOU WITH

- ▶ Salary range: \$50,000-\$57,000.
- ▶ Bonus potential of 5% of salary paid out annually.
- ▶ Flexible health and dental benefits.
- ▶ Opportunity for growth and career advancement.
- ▶ Opportunity to participate in a unique Jayman Employee Investment program.
- ▶ Employer matching Group RRSP program and discount programs on Jayman products.
- ▶ Opportunities to participate in annual customized education & training programs.

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- ▶ Employee Discounts.
  - ▶ Social Club events.
  - ▶ Annual wellness allowance.
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For the last 44 years, Jayman BUILT has been proud to be one of Alberta's top home builders. Join the award-winning team and contribute to our exceptional track record. To apply please click the following link:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f365331c-8337-4cd0-889d-3a12856b99a3&cclid=9200728479188\\_2&lang=en\\_CA&jobId=545140](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=f365331c-8337-4cd0-889d-3a12856b99a3&cclid=9200728479188_2&lang=en_CA&jobId=545140)

*We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.*

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