

Job Advertisement

RECEPTIONIST

We are seeking a motivated Receptionist to support a team of agents in a financial services setting.

Summary of Duties:

- Administrative Support to Agents
- Schedule appointments on the appropriate calendar
- Document client contact notes
- Greet Clients ; concierge services
- Provide telephone support and reception services which will involve broad contact internally and contact with external clients and partners
- Process payments
- Support the coordination of meetings and events, including facility arrangements and invitations.
- Complete outbound calls to obtain insurance expiry dates, schedule annual reviews, set and confirm appointments

Qualifications:

To be considered for this 30 hour a week role, you must require the following:

- High degree of organizational skills with the ability to multiple task
- Excellent communication skills (both written and verbal) and an ability to follow-through
- Computer literacy and basic knowledge of Microsoft Office Suite
- Willingness to learn new software and programs
- Strong customer service ethic
- Relevant work and education experience
- Must pass a criminal background and credit check

To apply, please forward your cover letter and resume
to sandy.alfonsi@fwchamilton.ca no later than February 14th at 5:00 p.m.

No phone calls please.

We are committed to equity in employment.

We thank you for your application, however, only those applicants in whom we are interested will be contacted.