



# MANCAL CORPORATION

*A member of the Mancal Group*

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## **POSITION POSTING**

### **Receptionist**

### **6-month contract**

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**LOCATION:** Calgary Office  
**REPORTING TO:** VP, Human Resources and Administration

#### **RESPONSIBILITIES:**

The position of Receptionist is an integral member of the Mancal Administrative Services team. We are looking for someone to cover a 6-month contract with the possibility to extend. Key responsibilities will include, but are not limited to:

- Answering the main switchboard for all companies within the Mancal Group;
- Greeting all incoming guests;
- Sending, tracking and receiving couriers;
- Coordinating corporate community involvement events;
- Reconciling and coding invoices;
- Liaising with building maintenance with regards to cleaning and other related services offered by the property manager;
- Maintaining the access log and security (FOB) list;
- Administering access for guest Wi-Fi;
- Preparing and coordinating the orientation schedule for new staff;
- Administering petty cash;
- Maintaining the accounting cheque log;
- Designing and compiling the monthly company newsletter;
- Researching training and development courses and programs as required;
- Assisting the records department with various projects including scanning, electronic filing, colour coding files, creating/closing files;
- Entering data, drafting letters, memos and e-mail correspondence when required;
- Providing back-up support to the Administrative Services department which includes but is not limited to, company cellphone plans and stationery requests;
- Assisting other staff members as necessary.

#### **QUALIFICATIONS:**

To meet the challenge of this role, we are seeking an enthusiastic, extremely organized, self-starter with outstanding reception, computer and people skills. The ideal candidate will have strong attention to detail and solid office/customer service experience. Proficiency with MS Word, Excel, PowerPoint and MS Publisher are essential.