

MFN MANAGEMENT INC.

Temporary – Full Time Employment Opportunity - Front Desk Receptionist / Data Entry Clerk

As a Front Desk Receptionist, you will be the first point of contact for MFN Management Inc. You will welcome guests and greet people who visit our business establishment. You should have a pleasant personality, as this is also a customer service role. You must maintain a professional attitude and appearance. Multitasking and stress management skills are essential for this position. A Front Desk Receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards. You will coordinate front-desk activities and offer administrative support across the organization. In addition, the Data Entry Clerk is responsible for entering information into a computer system database and will assist in invoicing to achieve business goals. Data entry information will be provided from applications, company files, and forms. It is imperative that computer proficiency be required.

Responsibilities:

- Maintain a professional attitude and appearance.
- Serve as the face of the company, offering friendly service to those entering the building or calling in on the phone.
- Oversee front desk receptionist area, keeping it clean, tidy, and presentable.
- Greet people answering any questions, providing directions, and alerting staff when someone is there to meet or visit them
- Manage front desk sign in sheet and keep company phone number extension list up to date.
- Manage conference room/meeting room calendar
- Ensure meeting room is cleaned before and after each meeting if the custodial staff are not present.
- Manage the office supply inventory and distribution of those supplies.
- Inform the correct person when supplies are to be ordered.
- Manage calls by routing them to the proper extensions or taking messages and delivering them to the correct person in a timely manner.
- Manage the building log of who is entering and exiting the building
- Accept deliveries and mail, log and organize them to be distributed to the correct recipients using the office mailing system and ensure they get to the recipient in a timely manner, this may include logging outgoing mail, if necessary.
- Perform other clerical receptionist duties such as filing, photocopying.
- Assist members who come into the building by providing applications such as new housing forms, renovation forms, etc., including providing them with pens, and clipboards along with any reference material they may need.
- Handle filing, data entry and invoicing as requested from your immediate supervisor.
- Be able to deal with emergencies in a timely and effective manner by notifying the appropriate people, while streamlining office operations.
- Any duties assigned to you by your immediate supervisor

Education and Experience:

- High school diploma or GED
- At least two years of training or experience in customer service and office work
- Microsoft office computer proficiency
- Strong verbal and written communication skills
- Ability to work independently
- Excellent organizational skills
- College degree in business administration is an asset
- Experience in working with First Nations an asset

Position is open until suitable candidate is found. Priority is given to MFN Members.

Please send your complete resume to milton@mfnmanagement.ca

We thank all applicants, however only those selected for an interview will be contacted.