



## Receptionist

### About Us

Pro Metal Industries has been in operation for over 30 years. Pro Metal is a world class metal fabrication and machining facility located in Regina, SK.

Pro Metal Industries is one of the only First Nations - wholly owned manufacturing enterprises in Canada, and one of only a few First Nations-100% owned military suppliers. Pro Metal offers, plasma, laser and waterjet cutting, CWB and AWS Welding, CNC machining and Powder Coating.

In addition to military and defense, we also service the agriculture, mining, construction and oil and gas industries. Pro Metal has a very dynamic and engaged team that works very well together to ensure the continued growth and success of each other and the company.

### About You

You enjoy interacting with customers and the public. You enjoy taking on a variety of tasks and can multitask. You are seeking a challenge and looking for a career with lots of options for growth. You have superior administrative and clerical skills with great written and oral communication.

### About the Role

The Receptionist is responsible for handling general front office reception, administration and assisting the office and leadership team with various tasks. You will greet all guests in a professional and friendly manner, answer phone calls on a multi-line switchboard and direct them to the appropriate departments.

You will create written correspondence and be involved in project management on various initiatives as required.

The candidate will work closely with the Executive Team on calendar management, event planning, travel arrangements and errands as needed.

This role is **permanent full-time** and will work out of the Pro Metal offices in Regina.

## Areas of Focus

- Efficiently help customers (internal and external) with the highest level of service
- Answering and directing all incoming telephone lines on a multi-line switchboard
- Service all client inquiries in a prompt and effective fashion
- Communicate customer feedback and concerns to all appropriate parties and supervisors.
- General administrative duties such as filing, typing documents, etc.
- Takes payments for services and product.
- The ability to multitask and whilst in a high volume, fast paced environment.
- Manage office supplies and submit office supply orders.
- Prepare correspondence and documents as necessary.
- Organize catering, customer, and employee events.
- Prepare packing slips and setup pickups with couriers and trucking.

## Skills and Qualifications

- Minimum of 1 year receptionist experience.
- Minimum a certificate in office administration.
- Excellent planning and organizational skills.
- Excellent written and oral communication skills and ability to communicate fluently in English.
- Proficient in the use of Microsoft Office Products.
- Proficient in the use of Outlook, Excel and Adobe.
- Canadian Citizenship or Permanent residency.
- Pass a security assessment and provide a criminal record check due to Pro Metal's military Controlled Goods designation.

We offer a comprehensive benefits package. If you are interested in this opportunity and meet the qualifications, please **apply by July 12<sup>th</sup>, 2023**. You can email your cover letter and resume to [hr@prometal.ca](mailto:hr@prometal.ca). Only those who are authorized to work in Canada and are selected for an interview will be contacted. Thank you for your interest!