



Alternative Landscaping Ltd is hiring a **Receptionist**, the first point of contact for visitors to our office. Their role is to create a welcoming environment for the company, its clients, and team members and manage day-to-day office duties. A proactive mindset, customer service demeanor, an eye for details, and a willingness to support other departments will ensure your success with us.

Key Responsibilities:

Front Desk Reception:

- Greet clients and visitors to the office with warmth, notifying employees of visitor's arrival when necessary.
- Maintain the front desk, showroom, boardroom, washrooms, and kitchen in a state of visitor readiness (includes spot cleaning and dishes)
- Answer incoming calls received on a multi-line phone system, in a cordial, professional and timely manner and transfer calls to appropriate individuals.
- Maintaining the office and uniform supplies and inventory.
- Handle sensitive and/or confidential document and information, ensuring timely flow of information.
- Collecting payments and closing a balanced day
- Maintains all filing and paperwork, ensuring the flow to appropriate desks/offices.

Housekeeping

- Daily COVID cleaning
- Maintain kitchen area and spot clean public areas throughout the day as needed

Qualifications and Skills:

- Experience with administrative work; construction industry experience is an asset
- Must be computer proficient and learn new software easily
- Excellent verbal and written communications skills
- Excellent customer care skills in person and on the phone
- Post-secondary Office Administration certification or equivalent experience
- Minimum 2 years experience preferred

As a member of our team, you can look forward to:

- A full-time opportunity offering a competitive pay
- Employee Benefits Plan
- Being part of a strong, hardworking team that takes great pride in their work
- Opportunity for development within a growing company

Visit our career page ((northstarats.com)) on our website (www.alternativelandscapingltd.com) for more information about this opportunity and to apply – or come visit us at the corner of 34th Street and Patricia Avenue! Applications accepted until January 31. Remuneration will be based upon experience.

Alternative Landscaping Ltd. is a local, family-run company that has been creating award-winning outdoor landscapes for more than two decades. We complete commercial and residential projects in landscaping, excavation, and maintenance and operate a year-round garden centre that services southwestern Manitoba. The Alternative Team works hard every day to meet and exceed the expectations of our clients and create projects that will have a lasting impact in the region.

Alternative Landscaping Ltd. is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. Contact us at hr@alternativelandscapingltd.com if you require an accommodation.