

# RECEPTIONIST

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Genesis Land Development Corp. – Calgary, AB

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September 2018

## Company Overview

Genesis is a Calgary based award-winning land developer, creating innovative and successful communities in the Calgary Metropolitan Area, and is also a residential homebuilder through its subsidiary Genesis Builders Group. Genesis is committed to supporting its communities through partnerships like the Genesis Centre of Community Wellness and Genesis Place Recreational Centre. The Corporation's common shares are listed on the Toronto Stock Exchange (TSX: GDC).

At Genesis we believe in the power of relationships. We take pride in our work and our organization. We dare to dream and above all, we value integrity. We offer competitive wages, employee home purchase program, one of industry's best health & benefit packages, continuing education reimbursements, and career growth within the Genesis team.

Position Title: Receptionist - Contract  
Reports To: Executive Assistant  
Job Type: 12 months contract  
Location: Calgary, AB

The Receptionist is an integral part of the Genesis's admin team. The successful candidate will have an established track record in administrative support services and customer service, be technically proficient, and flexible with taking on, learning, and adjusting to all new tasks assigned.

## Role Responsibilities

- Greet and acknowledge all visitors / customers that enter the reception area
- Answer and screen incoming calls and redirect calls or take messages when required
- Receive and distribute daily mail, courier packages, and other deliveries
- Ensure a high level of admin support service, responding to teams' needs in an efficient, accurate and professional manner.
- Maintain calendar bookings for boardrooms.
- Maintain reception e-mailbox.
- Perform other administrative duties as required by Genesis's Land & Builders teams.

### *Competencies and Skills Required:*

- High School Diploma or equivalent, required.
- 1-2 Years of administrative support/customer service experience, required.
- Knowledge of home building industry is an asset, but not required.
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Professional personal presentation and demeanor
- The ability to multi-task in a busy and sometimes stressful environment and meet deadlines
- Proficient in Microsoft Office and general computer skills.
- Self-starter, proven time management and problem solving skills, always results driven and have a passion to take ownership and own results
- Ability to work independently and within a team, and is willing to learn.
- Ability to maintain confidentiality regarding all business and employment issues

### *Working Conditions*

- This position works regular office hours i.e, Monday - Thursday from 8:00 am to 5:00 pm and Friday from 8:00 am to 3:00 pm.

### *Additional Notes*

All interested and qualified applicants please apply by sending your resume to Human Resources Department at [human.resources@genesiland.com](mailto:human.resources@genesiland.com) with the subject line "Receptionist - Contract".

*We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.*