



Representing Alberta's Dairy Producers

Title: Receptionist
Location: Edmonton, Alberta
Type: Permanent
Hours: Part-time 3 days/week (Tuesday, Wednesday, Thursday)
Posted: June 1/21 – June 15/21

Work for an organization that believes every employee contributes directly to the growth and success of Alberta Milk!

ABOUT US

We are a non-profit agricultural marketing board established under the *Marketing of Agricultural Products Act* (Alberta). We undertake a wide variety of activities that represent the interests of Alberta's dairy producers, such as marketing, nutrition, and education, transportation, and policy. We are a proud producer-driven organization, where we receive our direction from our board of directors and delegates, whom are all licensed dairy farmers.

Our vision is to be a strategic partner in Canada's dairy industry. We pride ourselves on collaborating to build a thriving industry that produces high-quality milk and dairy products within Canada's supply managed system.

ABOUT THE ROLE

The perfect opportunity for someone with part-time availability and who is looking for a stable and impactful role!

The Receptionist is Alberta Milk's ambassador/first point of contact to ensure a positive business image is always given to the public. You will manage front-end administrative duties by providing clients directions to various parts of the office, contacting employees regarding visitors, answering phones, taking messages, and sorting and distributing mail. In addition, you will act as the Healthy Workplace Coordinator for the office and will take the lead on ensuring proper health screening protocols are updated, implemented, and are being followed. You may also be required to assist other departments in the realm of administration support and as a backup to the Office Coordinator.

This role requires you to have the ability to build positive relationships both internally and externally and to maintain a calm, courteous and professional demeanor at all times.

As an integral part of the team, your key responsibilities are:

1. **Manage client/visitor** inquiries to ensure all guests are acknowledged and taken care of.
2. **Manage the Telus Business Connect phone system** involving setting up extensions and voice mail, training users on how to access and use the system's features.

3. **Front-end administrative tasks** including mail distribution, courier packages, ordering and maintaining office supply inventory.
4. **Healthy Workplace Coordinator** to keep on top off COVID-19 office protocols.

WHAT WE NEED

- Minimum of 1 year experience in office administration and a High School Diploma
- Strong sense of discretion, teamwork, and diplomacy
- Great customer service skills and a high degree of professionalism
- Excellent communication, interpersonal and organizational skills
- Experience with general office procedures and standard office equipment
- Experience with Microsoft Office Suite
- Ability to adapt to a changing environment and workload

A combination of education and experience will be considered.

WHAT WE OFFER

- Competitive compensation
- Excellent extended health benefits
- RRSP program
- A culture based on our values of collaboration, knowledge, excellence, and customer service
- A demonstrated commitment to fostering a workplace of respect, diversity, and inclusion

If you are looking for fulfilling career and a great work environment, please submit your cover letter and resume by email to careers@albertamilk.com.

