



POSITION OPPORTUNITY

If you are interested in applying for the following position or would like more information, please contact Human Resources.

OR REFER A FRIEND, RELATIVE, NEIGHBOUR AND EARN \$400 (IF HIRED)

POSITION: RECEPTIONIST/SCHEDULING CLERK

LOCATION: AHRENS STREET

HOURS OF WORK: MONDAY – FRIDAY 7 AM - 3:30 PM

RESPONSIBILITIES:

- Performs phone duties-answers incoming calls and transfers caller.
- Performs reception duties-greets visitors and pages appropriate person. Accepts resumes from prospective staff.
- Organizes and distributes all paperwork for seating and table orders including shipping labels, piecework tickets and ID tags. Highlights important or special information on orders.
- Prints routers, drawings and pick lists from order releases and packs work orders for production including work packs for Manitou and Stratford
- Ensures proper distribution of incoming and outgoing faxes and mail as well as inter office mail. Maintains organization of mailboxes.
- Prints paperwork for 6800 bases and 6810 baseplates and distributes to appropriate people.
- Arranges courier service when required for parts service orders. Files claims for lost courier packages.
- Creates reports for courier shipments and distributes them.
- Arranges maintenance for the fax machine and photocopier when required. Orders toner for all printers in the building. Updates requested information from Document Imaging for all rented printers in the building.
- Stocks safety supplies, office supplies and manages inventory level.
- Performs trailer issuing and runs the orphan report. Issues work orders produced from the orphan report. Assists with ticket entry and inventory adjustments when required. Completes miscellaneous data entry as assigned.
- Updates MSDS binders in the plant. Posts internal job openings and plant notices
- Arranges transportation for employees and for packages between plant
- Opens replacement part orders. Runs weekly reports for upholstery. Assists with checking received POs and filing POs.
- Performs all responsibilities/services in accordance with company Quality Assurance procedures.

QUALIFICATIONS:

- Grade 12 diploma or equivalent experience.
- Must possess excellent and accurate keyboarding skills and be computer literate.
- 1 to 3 years previous office/data entry experience.
- Proven organizational skills would be beneficial.
- Excellent interpersonal skills and professional telephone manner required.

LEVEL: Clerical 3

DATE POSTED: December 15, 2021

CLOSING DATE: December 21, 2021