



Our Mission To provide quality services which enhance the lives of people with disabilities.

Career Opportunity
Front Desk Administrator

Full-time Temporary Position (18-months)

Reference: #ADMIN-FD

General Description:

Reporting to the Associate Director of Employee Resources, the *Front Desk Administrator* ensures that agency representation, visitor management and clerical duties are completed and meet standards.

Job Duties:

- Represent the Agency in a professional manner
- Greet and assist visitors to the building
- Respect the confidentiality of individuals and employees
- Answer the main company switchboard, transfer calls and relay information to appropriate parties
- Ensure Occupational Health and Safety guidelines are followed for visitors
- Maintain clean and organized office and shared spaces
- Organize and distribute paperwork
- Assist in managing training courses
- Manage all company bookings including physical spaces and virtual meeting rooms
- Monitor mailboxes, and assist in post office tasks as needed
- Various data entry and tracking duties
- Document and spreadsheet creating as needed
- Manage company emails and mailing lists

Experience, Education, and Requirements:

- High School Diploma
- Diploma in Office Administration or equivalent experience is considered an asset
- 1-year experience in an administrative role
- Valid Class 5 Driver's License; vehicle to be used for work purposes with \$2 million liability coverage
- Clear Criminal Record and Child Welfare Check

Hours: Monday to Friday: 8:00 – 16:30

Starting Salary: \$37,500 per year

Applicants must submit a letter of intent, references and resume quoting the reference #ADMIN-FD to Kendal Tremblay in person at 860 Heritage Blvd West, Lethbridge, Alberta, or by email at hr@questsupport.com . Only those applicants successful for an interview will be contacted.



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Closing Date: March 29, 2023 @ 8:00am