



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

**Front Desk Administrator**  
*Full-Time Position*  
*Internal & External Posting*  
**Reference #ERC-02**

**General Description**

Quest Support Services Inc, is a private agency that provides services that enhance the lives of people with disabilities. The Front Desk Administrator is an entry level Employee Resource role. The successful candidate will work in collaboration with the Employee Resource Centre (ERC) team to ensure that agency representation, visitor management, and clerical duties are followed and meet agency standards.

**Job Duties**

1. Answer the main office phone; transfer calls to appropriate location/person
2. Greet and assist visitors as they enter the main office; direct traffic to appropriate locations; ensure Occupational Health and Safety guidelines are followed for visitors
3. Ensure meeting rooms, waiting area, and front desk area are maintained in a clean and professional manner
4. Keep a booking system of all meeting rooms at all Quest locations.
5. Manage and monitor all materials and equipment associated with the front desk and shared office areas
6. Assist to enroll employees in training courses offered at Quest
7. Ensure all incoming correspondence (mail, fax, e-mail etc.) is provided to the appropriate management member via mailbox; monitor location mailboxes and ensure paperwork is dispersed to appropriate locations
8. Respond to and fill requests for paperwork
9. Computer duties: create spreadsheets to extract data as requested, create documents, edit and assist with Agency newsletter; create slideshows for programs
10. Monitor and maintain filing and electronic documents

**Essential Skills**

1. Team focused individual with strong work ethic
2. Able to multitask, organize and prioritize efficiently
3. Effective communication, both verbal and written
4. Superior computer skills including data entry, document creation and information tracking
5. Excellent attention to detail and organization

**Requirements/Qualifications**

1. Post-secondary education in Human Resources, or a related discipline is considered an asset
2. Minimum of 1 years experience in an administrative position
3. Previous experience in the disability field will be considered an asset

**Hours of Work:** Monday to Friday 08:00-16:30

**Salary:** \$37, 000.00 Annually



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**To Apply:**

*Please submit a cover letter, resume, and references to Kendal Tremblay by email to [hr@questsupport.com](mailto:hr@questsupport.com). Make sure to quote the reference **#ERC-02** in your application.*

*Application Deadline is **08:00 on July 22, 2022.***