



**Receptionist**  
GLOBAL RELAY

**Job Category:** Secretary/Receptionist

**Job Source:** nrbjobs.com

## Job Summary

**Employment Type:** Full Time

**Gender:** Any

**Career Level:** Entry Level

**Salary:** Negotiable

**Experience:** Minimum 2 years

**Posted On:** 21 Jan 2025

**Application Deadline:** 19 Feb 2025

## Job Description/Responsibility

- Perform administrative duties such as phone operation, including handling telephone calls, by screening, routing, and relaying messages to appropriate departments or individuals in our global offices
- Cover the reception desk
- Pre-register and sign in guests, vendors, and service technicians in our building security system
- Escorting vendors and service technicians to appropriate locations upon arrival
- Perform administrative duties through Outlook using scheduling assist
- Provide assistance and support for Global Relay team members in daily operations, such as organizing meetings and onsite events. This includes booking meeting rooms, requesting catering and setup, and logging Zoom for participants
- Assist with staff lounge and events as required
- Assist with coordination of staff cultural and social events
- Book flight and hotel accommodations for employee travel
- Compose external correspondence with vendors in a professional and friendly matter
- Ensure that office equipment is running smoothly and arrange for equipment repairs and maintenance
- Prepare correspondence such as memos and letters to accompany shipments to customers and other Global Relay offices
- Printing and binding of materials
- Distribute incoming mail and deliveries
- Assist with stocking and cleaning of pantries and coffee machines
- Ensure meeting rooms are stocked up and tidy at all times
- Maintain inventory of office, pantry and event supplies
- Assist the Office Manager to ensure all staff and guests are adhering to our security procedures
- Various other duties as projects arise within the Administration team

## Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

## **Additional Academic Requirements**

- College or Bachelor's degree

## **Experience Requirements**

- Minimum 2 years of experience is required.

## **Additional Experience Requirements**

- Minimum 2 years working in an office environment, performing administrative tasks, and providing support to coworkers

## **Skills Requirements**

- Ability to speak and write English fluently. Bilingual in Spanish is an asset
- Possess excellent interpersonal and communication skills with excellent telephone etiquette
- Strong knowledge of MS Office Suite (Outlook, Word, Excel, and PowerPoint)
- Exceptional time-management, organizational, and prioritizing skills with great attention to detail
- Strong work ethic with a willingness to multi-task and be flexible to take on varied responsibilities
- Ability to exercise tact and discretion, and be entrusted with confidential information
- Good judgement to proactively and independently solve problems and make decisions
- Goal oriented self-starter who can work independently and reliably with minimal supervision and has an appetite for continuous learning
- Comfortable working under pressure in a fast-paced environment
- A friendly, "can-do" attitude and customer focused approach that will enable you to deal with challenging situations with integrity, empathy, and sincerity

## **Work Area**

- Applicant should have experience of working in the following category(ies): Secretary/Receptionist

## **Industry Type**

- Experience should include the following skills: IT/Telecommunication

**Address:** Vancouver, Canada, Vancouver, Canada, Canada

**Company Profile:** Enterprise Software & Network Solutions

**Company Website:** <http://www.globalrelay.com/>