



Receptionist / Administrative Assistant – Kitimat, BC

A tremendous opportunity with a progressive, people-oriented company...

101 Industries, a division of CIMS Limited Partnership, is seeking a Receptionist / Administrative Assistance in Kitimat, BC.

101 Industries is one of the largest multi-discipline trade contractors in Northwest BC, serving a diverse group of industrial and commercial customers across a wide range of industries. CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. In addition to be an industry leader and formidable market leader, CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement, and opportunity to all of its employees.

In the position of **Receptionist / Administrative Assistant** you will be responsible for the overall reception as well as a variety of office and administration duties.

You will be accountable for:

- As the initial point of contact, answering phones and greeting customers in a friendly, efficient, professional, and courteous manner
- Various duties such as, data entry, printing, scanning
- Organizing and maintaining filing system
- Maintain and organize all office supplies
- Sort all incoming and outgoing mail
- Ensure the reception, and lunchroom area is clean and organized
- Maintaining vehicle maintenance
- Other related duties as assigned
- Assist other departments as required

To be successful in this roll you must have:

- 1+ years' experience in reception or a customer service-related position
- Ability to prioritize, problem solve and meet deadlines and goals
- Ability to communicate effectively and provide proper follow up
- Construction knowledge would be an asset
- Computer experience with the understanding of Microsoft Office Programs

If you feel you are qualified for this role, please submit your resume to RECRUITMENT@CIMSLTD.COM

Only candidates who are most qualified for the position will be contacted.