



RECEPTION / ADMINISTRATOR

Nicholson and Cates Limited is a nationwide company with over 100 employees that offers the most innovative and high quality products to our customers, while providing a sales and customer support team that puts customers' needs first.

Our people are industry experts, skilled and knowledgeable about our products and always current on emerging market trends. Our corporate culture empowers our people to be accountable and to make the decisions needed to respond effectively to customers' changing needs.

To learn more about Nicholson and Cates Limited, visit www.niccates.com.

The Position

Reporting to the CFO and Human Resources Department, the Receptionist/Administrator is responsible for:

- Answering front reception incoming phone calls and directing calls appropriately
- Ordering office supplies and approving related invoices for payment
- Arranging daily incoming and outgoing courier shipments
- Sorting daily incoming and outgoing mail
- Mailing, faxing, scanning invoices, cheques, statements
- Creating paperless files for multiple divisions; scanning and saving documents in paperless files
- General office duties including kitchen clean up and maintenance, closing office end of day
- Corresponding with building management regarding building and office needs and issues
- Administrative tasks as needed and directed (invoice posting, order entry, cash receipts, etc)

Qualifications

- Bachelor's degree or diploma in Business or related field an asset
- At least 3 years experience in a similar role
- Strong math, typing, and computer skills, especially with bookkeeping software
- Excellent communication, research, problem-solving, and time management skills
- High level of accuracy, efficiency, and accountability
- Attention to detail
- Ability to build relationships with clients and internal departments

Position Incentives

- Annual Salary \$35,000.00
- Extended Health Care Benefits begin after a successful 3-month probationary period
- Company matching RRSP Contribution Plan available after 1 year of employment
- 2 weeks paid vacation plus additional personal time allowance, per year

All qualified candidates are encouraged to apply and express their interest by submitting a cover letter and resume to hr@email.com no later than **October 14, 2022**.

We appreciate all applications, however only those candidates selected for an interview will be contacted.

Nicholson and Cates Limited is committed to creating a diverse environment and is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment. Upon request, we will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process. Should you require an accommodation, please contact us at erinnl@niccates.com and we will work with you to meet your accessibility needs.