



## **Full time Receptionist / Front end co-ordinator**

Atlantic Purification Systems Ltd. in Dartmouth, NS has an immediate full-time opportunity for a full-time receptionist to provide the first point of contact with our guests and clients. We are looking for a friendly and organized individual who enjoys the challenge of a busy front end position combined with working as a member of a dynamic and diversified team. The main responsibilities of the role are answering and redirecting telephone calls, and greeting walk-in customers and guests; however, the position also provides administrative support through a wide range of clerical duties.

### Position Primary Duties:

Answer phone calls using a multi-line system: screening and re-directing calls as required;

Greet walk-in guests and clients: determining which sales department is suitable to provide customer service;

Manage incoming and outgoing mail;

Maintain inventory of office supplies as well as schedule maintenance and service calls for office equipment;

Back-up support as required for accounts payable, inventory receiving, service department co-ordination and invoicing;

Keep the shared electronic office calendars up-to-date: i.e. boardroom reservations; out of office entries (approved leave, tradeshow, corporate functions, etc.)

Maintain a tidy and professional reception area.

Assist with printing, collating & assembling printed materials ie promotional materials, submissions, etc.

### Qualities & skills:

- Pleasant, confident and effective telephone manner
- Excellent verbal and written communication skills
- Customer-service focused with a co-operative nature
- Familiarity using office equipment including computers, printer/copier, fax, scanner, and multi-line phone system
- Prior office/reception experience
- Accurate keyboarding and typing skills with keen attention to detail
- Strong knowledge of the MS Office suite of products: Outlook, Word, Excel.
- Working knowledge/ prior experience with Syspro would be an asset.
- Experience maintaining filing systems and databases.

APS offers

- Competitive rate of pay
- Medical, Dental & Vision Group Insurance
- Disability & Life Insurance Package

Interested persons should reply in confidence stating salary expectations to [cathy@aps.ns.ca](mailto:cathy@aps.ns.ca)

We thank all applicants for their interest; however, only those candidates selected for interview will be contacted.

Atlantic Purification Systems Ltd. is a family owned sales and service business, situated in Dartmouth, NS, that has been successfully serving the municipal, industrial and commercial markets in Atlantic Canada since 1970. APS works with consultants, contractors, municipalities and industry to provide and support state-of-the-art equipment solutions for water and wastewater treatment, water quality analysis and testing, pumping and fluid handling, compressed air and painting & sandblasting. APS is also one of the primary distributors in Atlantic Canada of wholesale equipment to contractors and service companies involved in residential and commercial water conditioning. For more information visit APS at [www.aps.ns.ca](http://www.aps.ns.ca)