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WEBSITE: WWW.QAI.ORG

QAI Job Number: QAI-RECEP-CORP-01
JOB TITLE: Receptionist – Full-time
LOCATION: Burnaby, BC, Canada
NUMBER OF POSITIONS: 1
CATEGORY: ADMIN
CLOSING DATE: OPEN UNTIL FILLED

BACKGROUND:

QAI Laboratories is a testing, inspection and certification organization providing services to manufacturers of building products, electrical products, vehicles, and other regulated products. Recognition of the QAI name and logo have grown significantly over the past few years resulting in significant expansion of the business. We are looking for a hardworking, dedicated person to join our growing team and support future expansion of the business.

We are looking for a **full-time Receptionist** with experience in general administration to join our team. If you are a self starter, has positive attitude, motivated, a good team player and has an excellent communication skill, then we encourage you to apply.

DUTIES: Under the direction of the Controller, successful candidate will perform, but not limited to, the following duties:

- Greet clients, visitors, and guests as they enter the office
- Answer telephone calls and transfer calls to the appropriate person in a timely manner
- Sort incoming and outgoing mail/deliveries/couriers
- Maintain an adequate inventory of office supplies
- Maintain the reception and kitchen areas clean/tidy
- Organizing catering services for meetings
- Ensure back up when absent from reception desk
- Keep staff directory up to date
- Enter quotes into data base for department
- Assist with administrative overflow and special projects from other departments as needed
- Other clerical duties such filing, photocopying, scanning, faxing, etc.
- Other duties as assigned

QUALIFICATIONS: The successful candidate will:

- 2+ years experience as a Receptionist or Administrative Assistant in a fast-paced office environment
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications (Microsoft Office)
- Exceptional customer service skills and professional phone manner
- Keyboard skills and ability to work with switchboard
- Office Administrative Assistant Training/Certificate an asset
- Ability to function as a team player

Key Technical Competence:

- Professional and personal orientation
- Customer Service orientation
- Organizing and planning
- Attention to detail
- Initiative and reliability



APPLYING:

If you are interested to start your career with QAI, we are inviting you to apply by clicking on one of the following links:

[Receptionist - ZipRecruiter](#)

[Receptionist - Indeed](#)

Or via email at careers@qai.org

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.