

Job Title:	Receptionist/Administrator
Location/Department:	Burnaby, BC – Finance/Admin Department
Reports To:	Controller
Posting Date:	Open until filled

**BACKGROUND:**

Founded in 1994, QAI Laboratories is an independent testing, inspection and certification body with offices in Burnaby (BC), Toronto (ON), Los Angeles (CA), and Tulsa (OK). The QAI name and logo are well recognized throughout the industry resulting in steady growth of the business.

As such, we are currently seeking qualified individuals to join our growing Finance/Administration Team.

The role involves, but not limited to:

- 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 form other departments as needed
- Other clerical duties such filing, photocopying, scanning, faxing, etc.
- Other duties as assigned

Experience and Skills:

- 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

Key Competencies:

- Verbal and written communication skills
- Professional and personal orientation
- Customer Service orientation

- Organizing and planning
- Attention to detail
- Initiative and reliability

If you are:

- a self starter with a positive attitude,
- motivated, ambitious, passionate, a good team player,
- and have excellent communication skills

We invite you to send us your resume to [mdobre@qai.org](mailto:mdobre@qai.org). Please quote the job title and your name in the subject line of your e-mail.

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