



MELCOR

LIVE. WORK. SHOP. PLAY.



CAREER OPPORTUNITY



Where People Want to Work

Melcor is an award winning employer with a proven track record of caring for and empowering our exceptional team.

If you are committed to providing superior administrative support while delivering exceptional customer service and you meet or exceed our qualifications, please send your resume to:
careers@melcor.ca re: Receptionist

We thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted. Melcor is an equal opportunity employer committed to workplace diversity.

Who We Are

We are a diversified real estate development and asset management company. We transform raw land into high-quality finished product in both residential and commercial built form.

We develop and manage master-planned, mixed-use residential communities, business and industrial parks, office buildings, retail commercial centres and golf courses.

SEND RESUMES TO: careers@melcor.ca

Please include the opportunity title in the subject line.

Melcor.ca



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RECEPTIONIST

WE ARE LOOKING FOR

A **receptionist** who is committed to providing superior administrative support while delivering exceptional customer service.

This **full-time, permanent position** reports to the HR manager and is a key member of our team.



WHAT YOU'LL DO

Work as an office liaison between clients and staff members. You will:

- Welcome visitors and respond to incoming calls, re-directing as appropriate
- Receive requests from tenants for maintenance services and promptly communicate requests to call-centre
- Sort and distribute invoices and incoming mail
- Follow safety procedures to maintain security of building
- Maintain company's general voice mailbox
- Reconcile monthly courier invoices
- Electronically book boardroom reservations
- Prepare correspondence and outgoing mail
- Provide administrative support and vacation coverage to other departments
- Coordinate Rogers Place events

ABOUT YOU

- Minimum 2 years relevant office experience
- High school diploma required
- Strong PC skills and experience using:
 - Microsoft Suite (Word, Excel, Outlook)
- Excellent phone manner & customer service skills

- Ability to maintain confidential records and information
- Outgoing and friendly personality with excellent communication skills

EXTRA POINTS FOR

- Experience in a relevant industry such as real estate or property management
- Strong attention to detail