



Who We Are

Melcor Developments is an award-winning employer with a proven record of caring for and empowering our exceptional team. We transform raw land into high-quality residential neighborhoods and commercial campuses that are designed to enhance quality of life – at home and at work.

We Are Looking For

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

This **part-time** position reports to the Office Manager and is a key member of our team.

Hours of Work

Friday | 8:30 am – 4:30pm

Plus, up to 5 weeks of vacation coverage annually.

What You'll Do

Office Liaison

- Welcome and respond to visitors; direct and re-direct as appropriate
- Answer, screen, and forward incoming phone calls
- Provide basic and accurate information in person and via phone/email
- Ensure knowledge of staff movements in and out of organization
- Maintain company's general voice mailbox
- Receive requests for maintenance services from tenants of Melcor-owned buildings and promptly communicate requests to the call-center
- Ensure visitor area is neat and tidy at all times
- Electronically book boardroom reservations
- Liaise between departments and provide administrative support when needed
- Coordinate Rogers Place events
- Printing, sorting, and distributing invoices to the appropriate parties
- Maintain security by following procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Provide vacation coverage duties
- Receive, sort, and distribute daily mail
- Sort and affix postage to outgoing mail

Data and Documents

- Organize and distribute/send mail, couriers, and faxes
- Prepare correspondence and documents
- Other projects as assigned

About You

- Minimum 1-year of relevant office experience preferred
- High school diploma required
- Excellent phone manner and customer service skills
- High energy, outgoing and friendly personality with excellent communication skills
- Superior diligence and organizational skills
- Ability to maintain confidentiality of records and information
- Ability to work with minimal supervision
- Strong PC skills and experience using Microsoft Products (Word, Excel, and Outlook)

Where People Want to Work

If you are enthusiastic about providing outstanding customer service and you meet or exceed our qualifications, please submit your resume quoting "Receptionist" in the subject line.

Your submission will be reviewed carefully however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.

Covid-19 Vaccine Policy

The health and safety of our people is our number one priority. The successful applicant for this position must be fully vaccinated against COVID-19 as a condition of employment. Individuals may submit an exemption request for consideration.