

Position:	Receptionist
COMPANY:	Fraserway RV
LOCATION:	Lacombe- 96 27211 Highway 12
HOURS:	Seasonal, Part-Time
SALARY:	Not Provided
REQUIREMENTS:	<ul style="list-style-type: none"> • High School Diploma, and/or experience equivalent • 1-2 years of experience in a fast-paced environment • Basic understanding of customer service and be able to multi-task, have excellent organizational and communication skills, detail-orientated. • Friendly demeanor, Team player, tact and diplomacy
DUTIES:	<ul style="list-style-type: none"> • Answer phones, distribute messages to proper staff, assist customers, direct clients to correct department or individual. • Know and communicate to staff for schedules, changes to the right staff members, specifically the sales staff and support staff (i.e., sick days, vacation days). • Coordinate daily bank run, deposits, drop off and pick up of mail, run various errands as required (i.e., staff lunches). Open and distribute mail, receipt of all money, coordinate couriers, manage postage and dealer plates, customer coffee station and lounge • Enter prospect management information into IDS. Facilitate loading manufacturing pricing into IDS. Update daily traffic logs (weekly). Update Wow bulletin board (monthly). Maintain, update Fraserway RV and Trader websites with pictures for new and used units with the Check-In Coordinator • Ensure unit stock sheets match website information and pricing. Maintain office equipment on a regular basis (i.e., photocopiers, fax machines, postage machines) • Coordinate receptionist schedule, order corporate office supplies, create and order staff business cards (for all locations), create inventory stock sheets (weekly basis, every second week in the off-season). • Coordinate and ensure all voicemail messages, phone extensions are current. Ensure the on-hold phone message is up-to-date, playing properly, finish labelling for sales brochures and laminating. • Keeping a general tidiness and organization of receptionist desk. Other duties as directed by the Administrative Assistant.
POSTING DATE:	March 26, 2025
CLOSING DATE:	Open until a suitable candidate is found
HOW TO APPLY:	Apply with your application in person at Fraserway RV Lacombe, or apply by Email to: Melissa.hamilton@fraserway.com.