

Job Posting

Position: (Full Time)	Receptionist/Admin Assistant
Reports to:	General Manger/General Sales Manager
Station(s)	Harvard Broadcasting
Location:	Edmonton
Application Deadline:	August 13, 2010

Only those candidates selected to interview will be contacted and no phone calls please

Edmonton's newest FM radio station is looking for a Receptionist/Admin Assistant. This position is our director of first impressions and an integral part of the day to day operations providing administrative and management support.

Essential Duties and Responsibilities:

- Switchboard operation
- Greet visitors in a professional courteous manner
- Maintaining and distributing prizing
- Schedule couriers
- Prepare deposit spreadsheets
- Sort and distribute incoming mail
- Send out invoices and statements at month end
- Handle remote booking
- Assist with other departments in the company

Essential Knowledge and Skills:

- Organizational and communication skills
- Ability to effectively prioritize and execute multiple tasks
- Maintain courteous and professional manner with the public
- Must be self motivated, but also able to work in a team environment

Essential Requirements:

- Working knowledge of Microsoft Word, Excel & E-mail
- Proficiency in the use of office equipment
- Previous reception experience

Send resumes to:

tkonrad@harvardbroadcasting.com

Harvard Broadcasting values diversity in its work force and is committed to Employment Equity.