

Receptionist – Job Share

Are you an outgoing post-secondary student looking to job-share in a role where you can display your interpersonal and organizational skills while working with a fantastic team?

Award Winning Employer of Choice by Boating Industry Canada, Gibbons Motor Toys is a marine and powersports dealership headquartered in Gibbons, Alberta. We retail and service Can-Am offroad vehicles, Ski-Doo snowmobiles, KingFisher boats, Mercury engines and more. We stock a large variety of parts, accessories, and riding gear for all your outdoor needs. With over 35 years of experience, our sales, parts and service departments provide the best knowledge in the industry!

Start Date: Immediately

Status: Part-Time Job-Share

Compensation: \$15.00 - \$18.00 per hour

The Receptionist will be primarily responsible for answering telephones and welcoming customers as they enter the store. They are the first contact with our clients and will be considered the Director of First Impressions. The Receptionist has a warm and friendly personality, enjoys interacting with people, and appreciates being part of a team with a positive attitude. Clear and well-mannered communication skills are mandatory in this role. Further requirements of this role include attention to detail and working knowledge of computers to comfortably work with Windows-based software.

Key Responsibilities

Customer Interaction

Greet customers as they enter the store

Ask questions to ensure the customer is directed to the right area

Answer phone calls, text messages, and emails

Sales Department Support

Provide support to the rest of the Sales Team and other departments as required

Help maintain an exceptional showroom and other areas by tidying showroom and washroom, emptying trash cans, polishing floors, and helping to wipe down units

Prepare signage as required by the Sales Manager

Interact with customers when they are waiting to improve the overall customer experience

Keep inventory on order updated for Sales Team

Administrative Support

Perform daily cashouts and bank runs

Collect mail from the post-office and organize and distribute

Replenish supplies and manage supplies orders

Document scanning for electronic filing

Other tasks as required

Professional and Personal Development and Improvement

Share in the team culture of continuous professional and self improvement

Actively participate in all performance planning exercises and peer feedback requests

Be accountable and strive to lead by example, regardless of employment capacity or role

Work Schedule

Store hours are 8:30am to 6:00pm Monday to Friday and 9:00am to 2:00pm Saturdays

We are closed all long weekends

This is a job-share role to ensure full coverage during all store hours

Must be available for full days Tuesdays and every 2nd Saturday until 2pm

Shifts will be coordinated between three individuals based on availability with school schedules

Confirmation of regular availability for the spring 2021 semester must be provided at interview

If selected for the position, midterm and finals schedules will be accommodated

Estimated 15 to 25 hours per week

Must display reliable attendance and schedule time-off with advance notice

Requirements

Educational and experience requirements include:

Strong interpersonal skills and telephone etiquette

2+ years of experience as a receptionist and/or prior office administration experience is preferred

Proficient in Microsoft Office software

Detail-oriented with a high level of accuracy in work performance

Demonstrated ability to take direction from superiors and follow written and verbal instruction

Proven ability to maintain high productivity and organization to consistently meet deadlines

Basic math and problem-solving skills

Reliable, punctual and a self-starter with strong work ethic

High level of ownership, accountability, and initiative

Please submit a cover letter with your application. The cover letter should highlight your skills and qualifications as they relate to the role.

With continued commitment to the ongoing enhancement of a first class and engaged team culture, Gibbons Motor Toys is awarded one of Boating Industry Canada's Employers of Choice.

http://boatingindustry.ca/featured-articles/7848-m-p-mercury-and-gibbons-motor-toys-earn-employer-of-choice-award-recognition?utm_source=newsletter&utm_medium=email&utm_content=4760941&utm_campaign=

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