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Ad Number: 232332

Location: Yellowknife, NT
Posted: May 7th 2025 at 3:19pm

Receptionist/ Administrative Assistant

Type: Full Time **Start Date:** Mon, May 19th 2025

Employer: Paul Bros Nextreme, Inc

Paul Bros NEXtreme is the Northwest Territories largest Steel Manufacturing Company. We are looking to hire an Administrative Assistant/Receptionist to work in our office in Melville Drive.

Successful candidates will have excellent customer service and must be outcome-oriented. The ability to work in a fast paced environment with strong attention to detail is essential. The shift may be Monday to Friday 8pm-5pm.

Responsibilities:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence/checking e-mail
- Perform data entry and scan documents
- Assist in resolving any administrative problems
- Answer calls from customers regarding their inquiries
- Assist human resources with pre-screening applicants
- Greet customers
- Strong sense of urgency and problem solving skills
- Valid Driver's License
- Reliable transportation to and from work
- Pre-screen applicants
- Arrange medical appointments

Education/Experience:

- Must be computer savvy and proficient in Microsoft Excel/Word and Outlook
- Excellent written and verbal communication skills
- Previous Human Resource experience an asset
- High School Diploma
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relative software
- Good customer service principles and practices
- Ability to work independently



- Individual shows initiative and reliability and are able to handle the stress of a busy office

Please note you must be a resident of the Northwest Territories, preferably in Yellowknife.

Paul Bros NEXtreme looks forward to your application and interest in the positions and we will contact the successful proponents via email and phone. All other resumes will be kept on file for 3 months

Phone: 867-873-2522

more info is available for this ad at www.yktrader.com
