

AGS FLUORSPAR PROJECT

Receptionist/ Runner (Mat. Leave)

Canada Fluorspar (NL) Inc. is looking for an efficient, personable, enthusiastic individual to cover a Maternity Leave (6 months).

Reporting to the Project Controller, this position will work full-time hours on a five (5) day on / two (2) day off work schedule. Primarily the incumbent will be responsible for providing effective clerical services to support the efficient operation of the AGS Fluorspar Project office.

Duties may include, but are not limited to:

- Greeting and welcoming guests and clients
- Labeling, photocopying and filing as requested
- Making office runs (i.e. post office, town hall) as required
- Assisting with organizing meetings and / or special events
- Shipping and receiving of regular mail and courier packages
- Preparing conference rooms for meetings and tracking monthly usage
- Providing support to office staff with document preparation and mailings
- Monitoring incoming Accounts Payable email and updating invoice log book
- Keeping reception area organized and maintaining an adequate inventory of office supplies
- Answering and transferring calls as appropriate and taking adequate messages when required
- Performing other related duties as required

The ideal candidate will possess a Diploma in Office Administration or related field and have a minimum of two (2) years experience in a similar role. Proficiency with Microsoft Office products, including Word, Excel, PowerPoint and strong verbal and written communication skills are essential for this position. Interested candidates must also possess a valid driver's license.

To apply, please forward a cover letter and resume by **February 15, 2017** to:

Posting #2017-004 – Receptionist / Runner

Trevor Walsh, Human Resources Manager

Email: careers@canadafluorspar.com

Fax: (709) 873-3335