



Office Receptionist

Join Our Dynamic Team as a Receptionist!

Are you a self-motivated individual who thrives in a fast-paced, ever-changing environment? Our well-established and reputable commercial roofing/sheet metal company is looking for you! We're seeking a Receptionist with a construction background and some receptionist training. We provide in-house training and full benefits to our successful applicants.

Why Join Us?

- **Equal Opportunity Employer:** We celebrate diversity and are committed to creating an inclusive environment for all employees.
- **Competitive Wage & Benefits:** We offer a competitive wage range of \$19.00 - \$22.00 per hour, along with a comprehensive benefits package.
- **Growth Opportunities:** Become an integral part of our company's continued growth and success.
- **Supportive Training:** We hire only the best and commit to training you to be your best.

Essential Qualifications:

- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience in phone handling, message relaying, and client requests
- Strong organizational and communication skills
- Superior attention to detail and filing
- Flexibility and adaptability to changing job duties
- Integrity, assertiveness, and ability to work independently
- Ability to thrive in a fast-paced, multi-faceted environment

Key Responsibilities:

- Answering and directing phone calls, taking roofing and metal inquiries
- Fielding calls/emails for discussion with the GM
- Reviewing and distributing daily emails in the general inbox
- Asking questions and seeking help when needed
- Working hours: Monday to Friday, 7:00 am – 3:30 pm

Apply Now!

If you're energetic, outgoing, and self-motivated, seeking permanent employment in the sunny Okanagan, contact us today! Reach out to our team at Team@interiorroofing.com or call 250-492-7985 to schedule an interview.

Join us and be part of a company that values excellence and growth. We can't wait to meet you!