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March 16, 2007

**Job Description**

Position: Receptionist/Administrative Assistant  
Job Type: Temporary Contract  
Location: Downtown Toronto  
Contract Period: 1 Year  
Salary: \$25,000 per year

**Duties:**

- Professionally greet and direct visitors
- Maintain a clean and professional reception area
- Receive and direct all incoming telephone calls
- Take accurate and complete messages
- Office duties including sorting and distributing mails, filing, copy typing and faxing
- Provide administrative support to staff and other special projects as assigned

**Requirements:**

- Experience working in the financial industry is a good asset
- Minimum 2 - 4 years experience as a receptionist/administrative assistant
- Proficient in Word, Excel and Data Entry
- Post Secondary School Education
- Able to work with minimal supervision
- Strong planning, organizational, interpersonal and communication skills
- Excellent written and verbal communication skills
- Maturity, sound judgment, leadership presence and credibility, business acumen
- Ability to deal effectively and professionally in a rapidly changing and fast-paced environment.

Contact E-mail: [info@relianthomemortgage.com](mailto:info@relianthomemortgage.com)