

**MAKE. CREATE. INNOVATE.**

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## POSITION SUMMARY:

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As our receptionist, you will be responsible for organizing and performing administrative support services. You will be the primary contact for external communications. You will work in a friendly office environment out of our Flagship Location in Langley, B.C.

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## WHAT YOU WOULD DO:

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- Answer phones and direct customers to appropriate person
- Greet and assisting visitors and customers when they arrive at the office
- Distribute incoming mails
- Update due date on jobs and send confirmation to Sales
- Data Entry by entering orders via Sales using Syspro program
- Filing
- Back-up for Admin, ordering office and coffee supplies

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## WHAT YOU HAVE TO OFFER:

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- Professional appearance and courteous manner.
- Exceptional interpersonal written and verbal communication skills.
- Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.
- Strong task and time management skills.
- Accountable for maintaining a professional work environment focused on exceptional service
- Ability to develop and maintain strong relationships with customers suppliers and colleagues
- Self-starter who can prioritize
- Industry knowledge would be an asset
- Syspro experience would be an asset

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## THE REDWOOD ADVANTAGE

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- Competitive compensation and profit sharing
- Excellent benefits package
- Vacation time
- Training and development opportunities
- Supportive culture
- Great orientation and on-boarding plan
- Healthy and positive work environment

**HOW TO APPLY:** Please send resume and cover letter to: [careers@redwoodplastics.com](mailto:careers@redwoodplastics.com)

*Job Type: Full-time*