



Office Administrator/Receptionist

- Part-Time Monday to Friday 10:00 am – 3:00 pm
- Location: Tilbury Industrial Park (Delta)
- Competitive salary, based on experience

Want a part time job that doesn't involve weekends or evenings? Do you love to help people and make customers happy?

We are looking for a positive, results driven individual who understands a sense of urgency and prefers a fast-paced work environment. The ideal candidate is a self-starter who will take ownership of this position while contributing to the team.

RecTec Industries, Inc. is a Delta-based distributor of playground and outdoor fitness equipment for communities throughout BC. We create unique and engaging play spaces for families and kids of all ages and abilities. We are seeking a dynamic individual to assume the important role of Office Administrator/Receptionist. This part time position entails answering phones, managing multi-tasks and assisting the team when required in our busy Tilbury office. The position is perfect for those who live south of the river, and don't want to commute through tunnels or over bridges.

We have weekly meetings, common goals, and open and honest communication, which lends itself to a great atmosphere with no room for politics. Did we mention that we take every second Friday off during the summer and enjoy several staff get-togethers throughout the year?

Key Responsibilities (but not limited to):

- Answer telephone calls in a professional manner and direct callers as appropriate
- Answer basic product and service questions
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence
- Assist with various office duties (filing, order/data entry, shipment tracking)
- Assist with finance (accounts receivables, accounts payables, bank deposits, invoicing, purchase order management, payment processing)
- Manage supplier catalogues (labelling, inventory, storage)
- Organize and maintain internal inventory and warehouse
- Manage office supplies
- Provide support to sales and marketing (preparation of supplier materials, lunch and learn coordination, event registration, and e-file management)
- Handle insurance or warranty claims
- Coordinate Fibar surfacing delivery

Desired Skills & Abilities:

- 2 years' experience working in a fast-paced customer-focused environment
- Solid math knowledge with ability to learn technical details
- Strong interpersonal skills and the ability to contribute effectively within a team environment
- Ability to work efficiently and without constant supervision
- Advanced computer skills – MS Office (especially Word/Excel/Outlook)
- Exceptional time management and organizational skills
- Attention to detail
- Excellent communication skills (oral and written)
- Ability to identify, assess and solve problems/issues proactively
- Strong sense of integrity, professionalism and loyalty
- Sense of humor
- Positive and outgoing
- Flexible and comfortable with ambiguity

Training will be provided for product knowledge and procedures.

We have high standards, and we commit to these 5 Core Values:

- *We do what we say*
- *We have a can-do attitude*
- *We care*
- *We believe in fun*
- *Details matter*

Visit our website to learn more about what we do www.rectecindustries.com.

If this sounds like the perfect job for you, send us your cover letter and resume to admin@rectecindustries.com.

Thank you for your interest but only candidates selected for an interview will be contacted.