

Administrative Receptionist

Who we are:

We are a Toronto based Design - Build Company that offers exclusive project management and architectural designs for the upgrade of Balconies and Terraces in High-Rise Residential Condominium Developments. We are a values-based company that strives for excellence through a commitment to quality. We are visionary and growth oriented!

Who you are:

You are a highly organized, positive and friendly individual with a customer service focus who is energized by the idea of being part of a growing and dynamic team.

Job Description:

You are an experienced Administrative Receptionist and serve a very important role in our company. As the first person our clients speak to and interact with, you set the tone for the relationships we build. You will respond to inquiries from prospects and manage all the leads and will help our team stay organized. You will be responsible to be on top of the day-to-day office duties, so we can all be efficient and work most effectively as a team.

Skills Required:

- People-First attitude
- Technical and critical thinking
- Exceptionally well organized
- Detail oriented
- Proficient with Office 365, Excel, CRM platforms and are very comfortable working with business administrative computer software

Responsibilities:

- Collecting and analyzing customer feedback
- Respond to leads and customer inquiries
- Build good relationships with customers
- Maintain online and in office filing system
- Assist with preparation of reports, proposals, presentations, correspondence, specifications, tender documents, emails, contractual documentation, and other documents as required
- Maintain and organize accurate records of important information, i.e. distribution lists, customers, internal and external contacts, and other digital and physical databases
- Purchase and keep inventory all office supplies as required.
- Arrange and organize meetings and take meeting minutes
- Assist with organizing events (bookings, catering, teleconference, materials, invitations, travel, etc.)

Schedule:

- Monday to Friday 9am – 5pm
- Hybrid Model

Experience:

- Customer service - 2 years minimum
- Filing - 2 years minimum
- Work experience in the construction or architectural / engineering professional services industries would be an asset



License/Certificate:

- Driving License preferred

Company Values

Garden Connections is a *values-driven* company. You will love it here if you resonate with and embody our Core Values:

- **Solutions Oriented:** We are a self-starters, problem solvers, proactive, adaptable and confident.
- **Committed to Excellence:** We love working with high-quality materials and creating beauty by design; we strive for excellence
- **We Care:** We lead with heart: we are happy, have a sense of humor; and bring positive energy to the company. When faced with the inevitable challenges, you seek first, to understand.
- **Keep Promises:** we are dependable, we are accountable for our actions and decisions, and have integrity.
- **Extreme Freedom:** we are open to new ideas and inspirations; we have an abundance mindset; we are excited by opportunities.

Please submit your resume to info@gardenconnections.com with subject line **Administrative Receptionist**