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| <b>Position Title:</b>  | <b>Receptionist (seasonal)</b> |
| <b>Employment Type:</b> | Full-time                      |
| <b>Contract Length:</b> | Until September 2022           |
| <b>Location:</b>        | Dryden, ON                     |
| <b>Reports To:</b>      | Base Manager                   |
| <b>Salary:</b>          | Negotiable                     |

We are looking for a Receptionist who is organized and is able to work independently. The candidate will be very reliable, have a strong work ethic and excellent communication skills. This is a seasonal position with the possibility of becoming permanent.

**What is the opportunity:**

The Receptionist is responsible for all reception duties, greeting visitors as well as other administrative & clerical duties under the supervision of the Base Manager. Training will be provided. This is not a remote position.

**Your Responsibilities:**

Working from the Dryden office, you will:

- Greet and assist incoming visitors to the office
- Assist with general office administration functions
- Assist with accounts payable and billing summaries
- Assist with completing flight reports on a regular basis
- Assist with various events, meetings, training sessions and employee travel

**Your Qualifications:**

- Experience in an office setting is required
- Excellent phone etiquette and ability to multi-task
- Can accommodate a flexible work schedule including possible evening work and some weekends
- Strong computer proficiency with Microsoft Office (Word, Excel)
- Secondary school graduate (minimum Grade 12)

**How to Apply:**

Please send your cover letter along with your resume to [\*\*careers@magaero.ca\*\*](mailto:careers@magaero.ca).

All applicants who accept an offer of employment will be required to provide confirmation of COVID-19 vaccination status.