



<b>Position Title:</b>	<b>Receptionist (seasonal)</b>
<b>Employment Type:</b>	Full-time, temporary
<b>Contract Length:</b>	5 months (April 1 - September 30, 2023)
<b>Work Schedule:</b>	Flexible including some evenings and weekends
<b>Location:</b>	Dryden, ON
<b>Reports To:</b>	Base Manager
<b>Salary:</b>	Starting \$20/hr (based on experience)

MAG Aerospace Canada is looking to hire a Receptionist who is organized, reliable and has excellent communication skills. Training will be provided. This is not a remote position.

**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.

**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:**

- Previous 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).

Effective June 20, 2022, the requirement for all individuals to be fully vaccinated against COVID-19 is being suspended. Please note, however, that MAG Aerospace Canada reserves the right to reinstate the same or similar requirements at any time without further notice.