



## **Receptionist/Administrative Assistant – Part-time, One Year Contract**

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AgraPoint is an agricultural and food safety consulting company with offices in Kentville and Truro, Nova Scotia and clients throughout Atlantic Canada.

We are seeking a proactive customer service-oriented Receptionist/Administrative Assistant to work part-time (mornings) for a 12-month term in our Kentville office. Full days may be required depending on project work and vacation coverage.

### **Major Duties and Responsibilities:**

- Project a positive image and ensure clients have a positive, professional experience with AgraPoint as the first point of contact in our Kentville office
- Interact with and handle inquiries from specialists, clients, vendors and visitors, in person, by phone, email and fax
- Provide general support to specialists including clerical duties (typing, faxing, photocopying, binding reports, data entry)
- Arrange/schedule meetings and support internal meetings and training sessions with refreshments, coffee, etc.
- Take event registrations by phone, fax and email
- Handle all incoming and out-going mail and support mailouts, as needed
- Do bank deposits, as required
- Create and modify documents using Word, Excel and PowerPoint
- All other related duties as required

### **Education:**

- A certificate/diploma in Office Administration is preferred along with 1 year experience. Consideration will be given to applicants with 3+ years relevant work experience. Work in the customer service field would also be considered an asset.

### **Needed Skills:**

- Exceptional interpersonal skills and a willingness to help and ask the right questions in order to pinpoint needs
- A team player who is proactive and eager to learn new skills
- High functioning multi-tasker with the ability to prioritize requests
- Excellent and current computer skills, particularly Microsoft Office Suite
- Quick thinking and ability to think on your feet as well as a solutions-finder

### **Remuneration:**

- \$12/hour

### **Other:**

- A scheduled move to a federal government building (Spring 2012) requires employees to submit to a federal government background check

Interested applicants are asked to send a cover letter, relevant resume and hourly remuneration expectations by email to Lynne Godlien at [l.godlien@agrapoint.ca](mailto:l.godlien@agrapoint.ca) by **January 30, 2012**. Position start date is immediate.

Thank you to all who apply but only those granted an interview will be contacted.

For more information about AgraPoint, please visit [www.agrapoint.ca](http://www.agrapoint.ca)