

Receptionist/Administrative Support

As a management consulting firm, **Advanis'** expertise and innovations have a profound impact on business. We consult to some of the biggest and best corporations in the world. Our work helps clients stay competitive in today's rapidly evolving markets.

This position requires a friendly, outgoing, well-organized individual with the ability to multitask and work in a team setting. .

Duties and Responsibilities

- Answer phones – Assisting with Help Desk
- Coordination of mailing incentives for Projects – this will also require creating letters for incentives (mail-merge) and mailing labels
- Creating new Employee Welcome Binders
- Sue Day Email management
- Portal Administration – client contact for portal issues
- Assist Management with hiring process
- Data Entry / Quality Assurance checks
- Verbatim (cleaning and coding of survey responses)
- Distribute incoming faxes / assist staff in faxing and copying
- Manage mail machine/refill and stamp Advanis mail
- Ad Hoc Admin tasks as required by Manager(s)
- Ad Hoc Project work (tables/graphs) format documents

Candidate must be proficient with Microsoft Office – Excel, PowerPoint, Word, Email and able to successfully conduct secondary research via Internet.

We offer a competitive remuneration package including a salary, dental and extended health care coverage.

Human Resources

Advanis

Suite 1600, 10123-99 Street

Edmonton AB

Canada T5J 3H1

Fax: 780.426.7622

Email: HR@Advanis.ca (Preferred method of application)

We sincerely thank all applicants for their interest; however, only successful candidates will be contacted for an interview.