

Perpetual has an immediate opening for a part-time student in the position of Receptionist/Administrative Assistant. This position will report directly to the Manager, Human Resources & Office Services.

### ***Key Accountabilities***

- Provide coverage on front desk, including answering phones, greeting and assisting guests, receiving, sorting and sending mail and courier packages, management of access cards and parking, and ordering office supplies as required.
- Maintain corporate kitchen, including supplies and weekly grocery order.
- Coordinate corporate functions/events/meetings, including sending out invitations, ordering food as needed and set-up and clean-up of the room(s) for the event.
- Liaise with property management and other service companies as required.
- Perform typing, data entry and word processing, including maintenance of spreadsheets, scanning, routing invoices, and Access database.
- Filing and shredding.
- Assist with Fire Warden Program.
- Be willing to perform other related job duties that contribute to the success of our organization.

### ***Education and Experience***

The education and experience required for the role of the part-time Receptionist/Administrative Assistant are as follows:

- University or college student
- Proficient using MS Office, including Word, Excel, Outlook, and PowerPoint
- Visio and Access experience would be an asset

### ***Skills and Abilities***

The skills and abilities required for the part-time Receptionist/Administrative Assistant role include, but are not limited to, the following:

- Above average organizational, communication and interpersonal skills.
- Demonstrated ability to work effectively and cooperatively in a fast-paced team environment.
- A positive attitude and approach.
- Ability to interact with diverse personalities.
- Excellent attention to detail while maintaining highest level of efficiency.
- Accuracy is imperative.
- Customer service oriented.
- Able to handle information with the utmost confidentiality.
- Able to perform tasks with minimal supervision and be self-motivated.
- Ability to multi-task and prioritize.
- Must be flexible, adaptable and take initiative.

- Professional presentation, written and verbal communication skills.
- Results oriented and hardworking, able to meet all deadlines.

***Interested and qualified candidates should send a resume to:***

***Perpetual Energy Inc.  
3200, 605 – 5 Avenue, S.W.  
Calgary, Alberta T2P 3H9  
Attention: Human Resources  
careers@perpetualenergyinc.com***

***Only those candidates chosen for the interview process will be contacted.***