

Build More Than Just a Career

Our people are our success. They are also adventure-seekers and difference-makers who are committed to a shared vision – to offer the best of the best in project delivery services. When you join ONEC, you join a community that seeks to help you build more than just a career. You will build working relationships and partnerships that become friendships, build ideas that become realities and build skills that help you grow personally and professionally. We want you to love what you do so that together we can do great things.

About ONEC

ONEC Group has been building projects in Western Canada for over 20 years. As an EPC and EPCM provider, our services include multidisciplinary project services including project & construction management, engineering & design, procurement & logistics, geomatics & survey, fabrication & construction, mechanical & electrical installation, and scaffolding & insulation. We are the only mid-sized firm in our industry that offers this collective expertise under one roof. Because of our company's size, clients get to know our team and always work with the same people, resulting in stronger working relationships and efficiency. We are agile in our approach to project delivery because we are able to pivot quickly and adjust our standard processes to suit specific clients' needs. ONEC believes in local leadership, and we engage top talent from the communities we work in. We understand that local knowledge and presence are key to not only our overall business success but the economic success of the communities we work in.

Career Details

Job Title: Corporate Head Office Receptionist
Number of Openings: 1
Job Type: Full-time/Permanent
Shift: 40hrs/week
Minimum Level of Education: High School Diploma
Years of Related Experience: 2-5
Office Location: 3821 – 78 Ave, Edmonton, AB

Position Summary

We are seeking a receptionist for our Corporate Head Office location.

Other responsibilities include:

- Welcoming customers and visitors.
- Promptly answering multi-line phones and direct client inquiries & e-mail communication in a friendly and courteous manner.
- Determining the customer's needs transfer calls as needed
- Booking meeting & conference rooms and scheduling appointments.
- Invoicing data entry.

- Always maintaining the reception area in a tidy and presentable manner.
- Receiving all incoming goods, verifying quantities received.
- Performing clerical duties, including filing, sorting & distributing mail.
- Assisting in other departments as needed including Payroll, Human Resources & Estimating
- Other duties as assigned

Our Ideal Candidate

- Strong customer focus, communication skills and customer service orientation.
- Professional, reliable, & has a positive attitude.
- Valid Class 5 Drivers license.
- Clean Drivers Abstract and be bondable.
- High School Diploma.
- 2-5 years' experience in an office environment.
- Proficient use of various software including Microsoft Office.
- Excellent problem solving, interpersonal and time management skills required.
- Flexibility and willingness to assist other departments.
- Able to lift and carry up to 50lbs.
- Previous experience working in the Oil and Gas industry is considered an asset.

Application Instructions

ONEC Group is an equal opportunity employer. Positions are filled by means of open competition where the selection is based on job-related skills, training, experience, and suitability. Final candidates will be asked to provide references. The results of the reference check must be acceptable to ONEC Group. We also consider different experience levels and knowledge and candidates with less experience may be considered for lower-level positions.

We thank all applicants in advance however only individuals selected for interviews will be contacted.

ONEC Group accepts resumes via online application at <http://onecgroup.com/careers/> or via email at hr@onecgroup.com. Please only submit in Word format.