

YOU'RE PERSONABLE, PRODUCTIVE and PROFESSIONAL - Perfect!

ADMINISTRATIVE ASSISTANT, RECEPTION – BRIDGEWATER BANK, CALGARY, AB

You're a multi-tasking dynamo who can take two calls at a time while updating your calendar, creating a spreadsheet, and sorting mail. No task is too big or too small, whether it's setting up for an event or using your magic to coordinate a rush courier pick-up. And somehow, you manage to do it all with a smile on your face and a positive, can-do attitude. You're one of those naturally warm, friendly people who knows how to keep everyone happy. You are just as delightful with customers and as you are with coworkers.

What moves you

- You're a flexible, team player who excels in an environment of change and growth
- You love the idea of being able to help people and make a difference in their day
- You take pride in your ability to stay calm and focused, even in the midst of chaos
- You're a stickler for details and accuracy – you're so organized that you have an uncanny ability to get your hands on the right information quickly
- You love to have fun as much as the next person, but you know when it's time to take the business of business seriously

What you'll do

- Report to the Manager, Customer Experience and Direct Sales
- Welcome visitors to the bank, and manage phone reception.
- Coordinate incoming meetings and interviews, including meeting room bookings.
- Sort all incoming and outgoing mail and coordinate courier services.
- Review fire insurance documentation for our Mortgage Operations department.
- Assist with event management and planning.
- Provide ad-hoc project support (such as helping with mail-outs, special events, and so on).
- General administrative duties (i.e. cheque requisitions, expense reports).

What you've done

- You have 1-3 years of experience in office administration (even better if you have worked in the financial industry).
- You're familiar with office-related software programs (Outlook, Word, PowerPoint and Excel).
- You have excellent customer service and communication skills (verbal and written)
- Proven integrity and ethics; demonstrated ability to maintain confidentiality.
- You are self-motivated and results-oriented person who knows how to be professional with everyone.

If this is you, we want to see you. And you want to see us.

Apply today to careers@bridgewaterbank.ca