



Receptionist

Location: Langley, B.C.

Are you looking for a challenging position where you can grow and be part of a fun, dynamic team? Are you a natural people person who loves to be the face of the company?

HINO Central is looking for a **Receptionist** to join our **LANGLEY** location on a full time, permanent basis. The successful candidate will work with integrity and respect to exceed our customer's expectations.

The successful candidate will enjoy:

- Answering incoming calls and directing callers to the proper individual/department
- Assisting walk in customers and directing them to the proper department
- Taking care of the mail and couriers coming in and going out
- Preparing daily deposits
- Providing general office support as needed
- Sorting documents and coding for head office (insurance, recalls, receipts etc.)
- Typing office documents and performing data entry;

You will be rewarded with:

- Professional Development opportunities
- Opportunity to work in a company that is growing across Canada
- Working with a wide support network and gaining recognition for the work you do
- Benefits including extended health, dental, and vision care
- Company matching RRSP contributions
- Three weeks of vacation annually

Qualifications:

- Excellent communication skills both written and verbal
- Proficient in the Microsoft Office suite
- Basic accounting skills required
- Exceptional organizational skills
- Previous experience as a receptionist/office administrator is preferred
- Valid driver's licence

If you think you qualify and you are looking for long term employment, please contact Human Resources at HR@hinocentral.com (mailto: HR@hinocentral.com). You can also apply in person by visiting our location at 20020 – 96 Avenue, Langley BC.

We thank all candidates for their interest; however, only individuals with appropriate qualifications and experience selected for an interview will be contacted.

