



Job Title: Customer Service / Receptionist Assistant

Job Summary: The student will primarily be responsible for assisting and supporting the PICS **Front Desk Team.**

Work Tasks and Responsibilities:

- Welcome visitors by greeting them in person or on the telephone
- Work on the multiline switchboard to answer inquiries
- Answers the phone and transfers them appropriately
- Monitor sign-in sheet for students, clients and visitors
- Maintain safe and clean reception area
- Work on computer as required
- File as required
- Photocopy material as required
- Order supplies as required
- Contribute to team efforts by accomplishing related results as needed
- Perform other front desk duties as directed by the Front Desk Team

Customer Services Skills and Abilities Required:

- Telephone skills
- Verbal Communication Skills
- Microsoft Office Skills
- Listening Skills
- Team Work Skills
- Ability to work under pressure
- Customer Service Skills
- Professionalism
- Open Minded, Flexible and Adaptable to Contribute
- Can Do Attitude

Please send cover letter and resume to volunteer@pics.bc.ca

