



TRAVERSE LANDGROUP LTD.

RECEPTIONIST

Traverse LandGroup Ltd. is a cohesive team of consultants that offers services in all facets of land acquisition and public consultations in Western Canada. We are currently looking to hire a receptionist to join our team.

Qualifications

➤ Fun and Outgoing!

As well as:

- Proficient with Microsoft Office
- Proficient with Windows-based systems
- Highly organized with strict attention to detail
- Ability to multi-task and meet deadlines
- Ability to work independently as well as in a team environment
- Experience in oil and gas an asset but not required

Responsibilities

- Will report directly to Land Administration Manager
- Handle all incoming phone calls
- Handle all incoming faxes
- Handle daily volume of mail and courier services
- Provide general land administrative support to the land team

If you are interested, please email your resume with cover letter to Brook Nixon, Land Administration Manager – brook@traverselandgroup.com

We thank you in advance for your interest, however, only those candidates that will be invited for an interview will be contacted.