



McAsphalt Industries Limited Human Resources

JOB POSTING

McAsphalt Industries Limited – Human Resources

Title: Receptionist

Location: Head Office, 8800 Sheppard Ave. East Scarborough.

Responsibilities: From 12:30 to 2:30 Monday to Friday you will answer and direct telephone calls, sort and distribute faxes. You will greet and accommodate customers, type and fax documents and complete various other administrative duties.

Requirements: Successful candidates will have a pleasant telephone manner, exceptional customer service skills and excellent oral and written communication skills. You will be familiar with Microsoft Office programs and the Meridian telephone system.

Interested applicants are requested to apply to Human Resources no later than Friday July 24th, 2009. Apply to:

8800 Sheppard Ave East
Toronto, Ontario
M1B 5R4
Fax: (416) 281-8842
e-mail: jobs@mcasphalt.com

Only candidates selected for interviews will be contacted. All applicants and enquiries will be treated confidentially.