



Job Posting

Receptionist

Summary

Don Mann Excavating Ltd. is Victoria's premier supplier of excavating services. We've been serving the southern island for over 70 years, providing reliable, quality excavating for municipal, commercial, and residential projects.

We are looking for a full-time Receptionist to join our team; we're searching for someone who shares our passion for people and our core values. Don Mann makes everyone feel like family, and your role will be the first point of contact for our clients and staff.

Yes, you'll perform a wide array of administrative tasks to keep us running smoothly. But you'll also represent the company both in person, via phone and email, promoting our core values, because you share them too:

- Safe – You promote a safe company that ensures all staff go home safe every day.
- Humble – You have an attitude of gratitude and remain calm even in the toughest situations.
- Hard Working – You solve the toughest problems for yourself and others.
- Principled – You do the right thing.
- Professional – You bring your best to every situation to make it a win-win.

You've probably worked in customer service before, perfecting your communication skills and mastering time management but have been looking for a company to grow with. Here's your chance!

Key Qualifications

- High School Diploma required;
- Demonstrated professional attitude and etiquette;
- Experience with Microsoft Office Suite (Word, Excel, Outlook);
- Excellent phone manner;
- Ability to communicate clearly and effectively in person, via phone and email;
- Proven ability to prioritize tasks and manage your time effectively.

Key Duties

- Provides company telephone services including messaging, transfers, screening, instruction, etc.;
- Provides first point of contact for staff, customers, and sub-contractors;
- Manages courier services;
- Assists our Operations Department and Administration team as required;
- Administers our customer feedback survey.



Application Instructions

If this sounds like the opportunity you've been waiting for, please apply via Indeed with a cover letter and resume today!

We thank all applicants for their interest, however only applicants selected for an interview will be contacted.