



Receptionist – Job Description

Title: Receptionist

Reports to: Customer Service Manager

Schedule: Monday to Friday 8:30am to 5:00pm

Stone Tile International is looking for a Receptionist in the GTA to join our dynamic team!

We are continuously looking for the best and most promising individuals to join our tightknit and unique team. We create communications and experiences for our customers and create meaningful interactions between our brands and our customers. A detailed oriented individual is required for taking accurate messages, redirecting calls and greeting customers in a friendly manner. If you thrive in a polished, poised and dynamic office and enjoy interacting with all levels of clientele then this full time Receptionist job opening in Toronto, ON could be for you!

What will you do?

- Act as a first point of contact for guests by greeting, welcoming and directing customers.
- Provide basic and accurate information in-person and via phone/email.
- Answer, screen and forward incoming phone calls.
- Update calendars and schedule meetings for management.
- Receive, sort and distribute daily mail/deliveries.
- Order front office supplies and keep inventory of stock.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook).
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Perform other clerical receptionist duties as needed such as filing, photocopying, transcribing and faxing.

What Receptionist Qualifications/Skills do you have?

- Verbal and Written Communication Skills
- Professional Personal Presentation Skills
- Customer Service Orientation
- Information Management
- Organizing and Planning
- Attention to Detail



- Initiative
- Reliability
- Stress Tolerance

What Education and Experience skills do you have?

Required

- 3-5 years of experience as a Receptionist, Front Office Representative or similar role
- Tremendous respect for confidentiality and an exceptional understanding of the importance of meeting deadlines
- Thrives on helping others succeed and are eager to find new ways to improve efficiency
- Outgoing and able to communicate effectively and in a positive, friendly manner
- Excellent organization skills and are incredibly detail-oriented
- Thrives under pressure and excels at multitasking
- Excellent verbal and written communication skills, must be fluent in English
- Highly skilled in a Windows Office environment, knowledge of Excel, Word and Outlook

Preferred

- 5-7 years of experience as a Receptionist, Front Office Receptionist or similar role
- Additional certification in Office Management is a plus

COVID-19 considerations:

We will provide masks, gloves and other protective gear along with plentiful cleaning supplies.

Why Stone Tile?

Our attitude, approach and entrepreneurial spirit sets us apart from our competitors. We know our success comes from our people and we place a high emphasis on their wellbeing.

Stone Tile is rapidly growing as a company and we believe all members of our family should do the same. We care about our employees, which is why we believe in personal and professional growth and will work diligently to provide the support needed for you to reach your goals.

Perks and Benefits:

- Flexible paid time off- float and sick days are provided annually
- Frequent team outings and companywide events including long weekends BBQs, Employee Appreciation Day, games night, bagel breakfast, holiday party and many other events put together by our social committee!
- New Rewards & Recognition Program- 'The Perk'
- New parent benefit bonus
- Free parking



- Employee Recruitment Referral Bonus
- Milestone Service Award
- Commitment to professional growth

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties. Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify in your application.

We thank you for your interest, however; only those candidates selected for an interview will be contacted. No agencies please.