



Title: Receptionist

Location: 3203 - 93rd Street NW, Edmonton

At The Floor Show our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Vice-President, as the **Receptionist** you will ensure visitors are properly greeted and receive excellent service. You also answer telephones and respond to email inquiries, and perform other administrative duties.

Your day-to-day responsibilities will include:

- Acting as the first point of contact for building visitors and ensuring they receive excellent customer service. Providing visitors with general information and connecting them with the person they are visiting.
- Answering telephones, handling all inquiries and requests, providing general information and/or routing calls to the appropriate destination.
- Coordinating the front office by managing incoming and outgoing mail, scheduling courier services, reserving meeting rooms, ordering and maintaining office supplies.
- Ensuring the reception area is tidy and presentable and forms/brochures are sufficiently stocked.
- Other administrative duties as required.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school Diploma, or equivalent.
- Minimum 6 months of experience in a reception or administrative role.
- Satisfactory verification of criminal record check.
- Valid Driver's license and personal vehicle required.
- Comfortable using office equipment and Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Experience in an administrative capacity with residential interior design, supply chain experience and/or residential construction knowledge is an asset.
- Experience with operating systems (ERP) such as Retail Flooring Management System (RFMS) is an asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.

- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

The Floor Show products include flooring for new home construction, multi-family housing, retail, insurance, hospitality, light commercial and heavy commercial flooring. The Floor Show also has a window covering and countertop division. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: July 8, 2025

[Apply Here](#)