



Title: Receptionist

Location: 5651 70 St NW, Edmonton

Term: 18 months, until December 2027

What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

Reporting to the Controller, as the **Receptionist** you are responsible for ensuring visitors are properly greeted and receive excellent service. You also answer inquiries and perform other administrative duties.

Your day-to-day responsibilities will include:

- Greeting customers, trades, office visitors; answering the main phone line and dispatching inquiries to the appropriate parties within the organization.
- Facilitating material pick up with the warehouse foreman.
- Keeping stock of trade packages and scopes of work to provide to contractors.
- Monitoring sign-outs in the afternoon and updating the inventory in ERP system.
- Entering sub-contractor invoices into ERP system.
- Supporting internal/external filing.
- Retrieving mail from off-site location.
- Stocking office supplies and reporting stock levels.
- Arranging courier services.
- Booking meetings in the board room.
- Performing daily maintenance and cleaning of the kitchen area (i.e. wiping of counters, emptying dishwasher, etc.).
- Feeding fish and watering plants.
- Performing other duties assigned.

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 reception or an administrative role.
- Comfortable in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint)

What We Value

- Creating trusting and successful working relationships.
- Cooperating with team members in an open, positive and respectful manner.
- Setting clear, measurable and achievable goals.
- Taking responsibility for the outcomes of decisions and actions.
- Continuously pursuing learning and growth.

Working Conditions

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

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. 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 reason to come to work every day.

Closing date: May 14, 2026

[Apply Here](#)

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