



Title: Receptionist

Location: 37 Quarry Park Blvd SE, Calgary, AB

At Qualico, 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 Executive Assistant and Office Manager, 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 reception area by managing incoming and outgoing mail, scheduling courier services, and ordering and maintaining office supplies.
- Ensuring the reception area is tidy and presentable.
- Other administrative duties that may be requested 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.
- Comfortable using office equipment and Microsoft Office Programs (Outlook, Word, Excel, Team, SharePoint and PowerPoint).

Preferred Requirements

- Administrative coursework and direct customer service experience is considered 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

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. 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 24, 2026

[Apply Here](#)