

Office Administrator/Receptionist

Location: Bailey Metal Products Limited – Princeton, ON

Department: Administration

Reports to: Director of Operations



About Bailey

Founded in 1950 by Sam Bailey, The Bailey Group of Companies (BGC) is a family owned and operated Canadian company recognized as an industry leader. With manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, the BGC has grown tremendously over the past 70+ years, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. Our people, products and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

Why Join Our Team?

- Market competitive remuneration package
- Employer paid comprehensive benefit package
- RRSP matching program
- Education support program
- On the job training
- Employee referral program
- Personal protective equipment allowance

Position Summary

As the Office Administrator/Receptionist, you will be the first point of contact for our company and offering administrative support for the organization. This includes coordinating and communicating office activities, greeting and screening visitors, answering and referring inbound telephone calls, and invoicing.

What you'll do:

- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, inquiries, and other interactions.
- Answer phones quickly, professionally, courteously and directs incoming calls to appropriate individuals.
- Refer all inquiries to the appropriate individuals, divisions, or departments across the organization.
- Ensure the reception area is tidy and presentable.
- Organize, maintain, and coordinate office records and files in their proper locations.
- Where necessary, assist in compiling data for various reports.
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Receive and fill out receipts for third-party payments, whether by cash, check, credit, and other forms of payment.
- Post and reconcile customer payments to the A/R ledger.
- Balance daily A/R batches; prepare reports and statistics to appropriate members of management.

What you'll need:

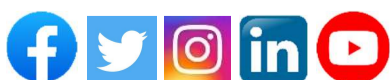
- Must be proficient in Microsoft Office.
- Must have exceptional organizational skills and written and verbal communication skills.
- Must have exceptional customer service skills.
- Self-starter with the ability to work in a fast-paced environment.
- Experience using Microsoft Dynamics within the manufacturing industry would be preferred.

Working Conditions:

- Good hearing is required for extensive telephone use.
- Overtime as required.

Learn more about us at <https://www.bmp-group.com/>. To apply, submit your resume to recruitment@bmp-group.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

We are an equal opportunity employer committed to providing and maintaining a fair, equitable and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



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