



Reception / Admin

Prince George, BC

Koehler Land Surveying (KLS) has an immediate opening for a full-time receptionist / administrative assistant to join our team. This is a great opportunity for a dedicated individual who is eager to learn a new industry and enjoys working in a team environment.

This job includes:

- Providing reception services, such as greeting, screening, and directing visitors
- Answering, screening, and transferring inbound phone calls. Receive and distribute phone messages
- Setting up jobs for survey projects and doing preliminary legal research
- Supporting land surveyors and field staff with day-to-day office activities
- Review and verify time entry
- Entering receipts and invoices into Quickbooks
- Taking payments from clients via credit card, etransfer, cheque, or cash
- And more

Qualifications:

- Ability to multitask and prioritize
- Good communication skills both verbal and written
- Computer proficiency with Microsoft Office (word, excel, outlook, etc.)
- Solid organizational and time management abilities
- Knowledge of accounting
- Ability to maintain a high level of confidentiality concerning client, financial, and employee files
- Valid class 5 drivers license

The job is Monday to Friday 8-5 work week. Medical and dental benefits are also provided. Wages will be based upon qualifications and experience. Training will be provided as needed. Please list references on resume.

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Candidates should submit their resumes via email to albert@klsinc.ca. We will contact the candidate if we would like any additional information.

Prince George is BCs "Northern Capital" and boast many reasons for being a very attractive and affordable location to live. It offers a variety of four-season outdoor recreation opportunities that are complemented by a full range of urban amenities. No matter your age, there are plenty activities for you to enjoy in and around Prince George.