

## **About the Team**

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble, and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout Alberta, B.C. & Saskatchewan, and one of Canada's Best Managed companies. We take pride in attracting and retaining the best people in the wholesale electrical industry with a strong culture, a competitive compensation package, opportunity for personal and professional development, and a chance to make a difference. Are you ready to join the EBH Team?

## **About the role**

We are seeking a **Receptionist/Administrative Assistant** at our Head Office, which is located in South Surrey, a fast-growing area in the Campbell Height Business District. Are you an exceptional people person with an outgoing, friendly disposition and can naturally make others feel comfortable? Your professional approach and inviting personality make you an ideal person to create the first impression for our Head office team?

The Receptionist/Administrative Assistant position reports to the Executive Assistant and is responsible for providing a wide variety of administrative duties such as coordinate and communicate office activities, greet and screen visitors, answer and refer telephone calls, oversee the company's meeting rooms schedule and bookings, and assisting our Executive Assistant with ad-hoc administrative duties.

## **Position Type/Schedule**

This role will be onsite based out of Head Office. This is a full-time position, Monday-Friday, 40 hours per week.

## **Location of Distribution Centre:**

19295 25th Ave, Surrey B.C

## **What are the Key Accountabilities?**

- **Customer Service Orientated.** You will be the main point of contact at the Head Office to greet our guests and will be responsible for developing and maintaining professional, positive customer relationships, both internally and externally.
- **Highly Organized.** Responsible for maintaining the cleanliness of the front reception and mailroom area. You will work closely with the Executive Assistant to provide administrative support such as booking

travel arrangements, assist with internal and external events and activities, attendance tracking for Head Office staff, and running errands when needed.

- **Technically Savvy.** Proficiency in MS Office, including Excel for designing spreadsheets and analyzing data. Advanced Powerpoint skills for creating impactful presentations and Outlook for organizing and scheduling meetings. In addition, you have a high level of comfort utilizing internal communications systems.
- **Event Management.** The Executive Assistant will need your support for coordinating various industry sales and training events, including the preparation of event materials, calendar and travel coordination.
- **Analytical Mindset.** In this role, you will assist the Executive Assistant in analyzing, identifying, reviewing reports, and trends by blending various reports utilizing Excel and MITS.
- **Collaborative Communication.** Open, verbal, and written communication is integral to this role. On behalf of the Executive Assistant, you will also assist with creating engaging content such as preparing corporate related projects and initiatives, preparing press releases, research and so much more.
- **Values Teamwork.** You will not only collaborate and support the Executive Assistant but will also collaborate and support our internal EBH branch network. Teamwork is essential in this role.
- **Highly Driven & Motivated.** With our continued growth, you will be challenged in a fast-paced environment of competing priorities.
- **Confidentiality.** You have the ability to maintain professionalism and confidentiality when dealing with sensitive information and in the face of high-stress and/or ambiguous situations.

### **What You'll Bring To This Role?**

- High School Diploma
- 2+ years of experience in a customer service environment
- Knowledge and comfort with use of Phone System Software and the ability to learn new software
- Proficiency with MS Office (Advanced knowledge of MS Outlook, Excel and PowerPoint, is an asset)

- Proven ability to form strategic partnerships, build relationships and respect cultural diversity
- Strong verbal and written communication skills
- High attention to detail with strong organization and problem solving skills
- Ability to quickly change focus for urgent requests and to work under multiple time sensitive deadlines

### **Our Core Values: Celebrating the Past, Empowering the Future**

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

### **Take Your Next Step With EBH**

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please visit our website to apply for this posting [www.ebhorsman.com/careers](http://www.ebhorsman.com/careers) or click "Apply" on this posting.

### **Our Commitment to Inclusion & Diversity**

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

*We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.*