

Slegg is Vancouver Island's choice for building materials and home improvement products. Our team is made up of dedicated and hardworking individuals who together create a rewarding and welcoming work environment.

Our Langford location is currently seeking a highly motivated and customer-focused individual for the position of Reception.

### **THE OPPORTUNITY**

Slegg Building Materials is currently seeking a Full-Time Receptionist to join our team. The shifts vary between Monday - Saturday. The wage range is \$16.50 - \$20 per hour, based on experience.

### **THE LOCATION – Langford**

Langford is the business heart of the Westshore, where you will find large retailers, light industrial companies, and many small businesses. You will also find many family friendly facilities such as City Centre Park and the Juan de Fuca Recreation Centre, our well-developed and maintained parks and trails to suit all ages. These are just a few of the reasons to join the Langford community.

Langford's growing population makes this city an ideal location for our flagship store, employing over 100 staff with endless opportunities to learn and grow. We proudly offer the largest selection of building materials on Vancouver Island. This branch offers an excellent selection of products including lumber, siding, concrete, drywall, insulation, power tools, paints, flooring, hardware and more. We also boast Vancouver Island's largest fleet of building material delivery trucks.

### **THE RESPONSIBILITIES**

Including but not limited to the following:

- Act as an ambassador of the company with all employees and customers
- Maintain an emphasis on a safety culture, customer service, and efficiency as a top priorities
- Professional and friendly greeting to all customers who call or enter into the building
- Scanning of Purchase Orders and Transfer orders
- Collecting and sorting of invoices, receive and sort daily mail and deliveries
- Special order tracking
- Coordinate customer tool repairs
- Control vendor visits including sign in/out
- Receive, direct and relay telephone and fax messages
- Maintain adequate inventory of office supplies
- Cashier break coverage
- Maintain coffee and supplies
- Provide word-processing and administrative support including filing
- General housekeeping duties
- Contribute to team effort by accomplishing related tasks as needed
- Other duties as assigned by management

### **THE REQUIREMENTS**

- Ability to problem solve, prioritize, and manage multiple tasks
- Effective written and oral communication skills
- Ability to work independently
- Broad knowledge of building supplies and home improvement products is an asset
- Superior customer service skills
- Computer skills required
- Very high attention to detail
- A positive can do attitude is essential!

Come on in and visit the store to drop off your resume or send via email to [HR@slegg.com](mailto:HR@slegg.com)