

**Job Opening:**

# Reception & Office Assistant

**Yorkton Aircraft Service Ltd.**

Yorkton Aircraft Service Ltd, located at Hangar #2, Yorkton Airport in Yorkton, Saskatchewan requires a full time receptionist and office assistant.

Are you an organized, detail-oriented individual with a knack for multitasking and a positive attitude? We are looking for a Reception & Office Assistant to join our team and play a vital role in maintaining the efficiency and professionalism of our office environment.

**Key Accountabilities:**

- Greet visitors and assist with their requests.
- Answer calls/electronic inquiries, direct them to the appropriate person, and relay messages.
- Manage incoming mail: gather, open, and distribute.
- Perform data entry and basic bookkeeping tasks.
- Maintain office and grocery supplies.
- Scan and save paper documents as electronic files accurately.

**Qualifications:**

- **Computer Knowledge:** Proficient in Microsoft Office programs and Adobe. Training provided for other software used in the role.
- **Abilities:**
  - Exceptional English communication skills with a strong customer service orientation.
  - Organized and disciplined in following processes and procedures while prioritizing tasks and multiple responsibilities.
  - Capable of working independently and providing administrative support to multiple coworkers.
  - Maintain confidentiality.
  - Contribute positively to company growth and culture.

**What We Offer:**

- Comprehensive benefits package, including life, critical illness, disability, health, and dental insurance.
- A unique and supportive working environment.
- Flexible work times.

**Compensation:**

- Pay range: \$20–\$25 per hour, based on experience and skill level.
- We are committed to training the right person for the role.

**Start Date:** ASAP

If you are eager to contribute to a thriving workplace and grow with us, we'd love to hear from you! Apply today and bring your skills and enthusiasm to our team.

**Resumes with reference by email only to [kaci@yorktonaircraft.com](mailto:kaci@yorktonaircraft.com).** No phone calls please.