



Want to Be on the Front Lines of an Energized and Highly Successful Local Business?

Wiegiers Financial & Benefits is looking to hire a front-end receptionist for our busy head office location in Saskatoon. Responsibilities include (but are not necessarily limited to):

- Opening and closing the office
- Arming and disarming the security system
- Retrieving voice messages, general voice mail maintenance
- Operating an eight-line switchboard
- Updating Maximizer, our client relationship management system
- Copytalk notes management
- Meeting and greeting clients, offering services
- Announcing arrival of clients
- Opening and distribution of mailed and couriered documents
- Preparation of mailed and couriered documents; calling local couriers daily
- Preparation and mailing of all cards for office
- Sending out newsletters, mass mailings, calendars, invitations
- Ordering office supplies
- Fax maintenance
- Photocopier maintenance
- Ordering coffee and water supplies
- Confidential shredding

Strong interpersonal, written and oral skills are definite assets. The ability to multi-task and stay organized in a busy environment is necessary, and both a calm demeanour and an outgoing personality are required to deal effectively with multiple clients and colleagues. A Business College diploma and related experience are required.

Please submit your resume by email to careers@wiegiers.ca or in-person at our address below.

A wealth of solutions.™

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