



Are you looking for a place to work that you look forward to going to every day? An upbeat, dynamic office where you are the Ambassador for a company that feels it's most valuable resources are its people?

If variety is the spice of your life and you are looking for an opportunity to develop your administrative skill set in more than one area, we want to hear from you! The **Conwest Group of Companies** is seeking a positive and professional **Receptionist** who has a keen desire to contribute and make a difference.

You are a whiz with MS Office and consider yourself a master of multitasking. You operate at your best in a fun, supportive environment and are known for your positive outlook. This position could be yours if you have at least 2 years of reception/ administrative experience, advanced computer skills, strong organization skills, and impeccable communication. Additionally, you must love being busy, have a natural ability for multitasking, and have been known to seek out additional work to help out a team member.

Our people are committed, driven and engaged with a collaborative spirit and the desire to be a cut above. They choose to grow their careers with Conwest for the challenge, the camaraderie, the benefits, and the rewards. We offer a dynamic environment, exceptional remuneration and benefits as well as continued educational support to further the development of your career.

If this describes you and you are looking to join a winning team please apply by email to careers@conwest.com.

Please quote **JOB REC1111** in the subject line to ensure your application is considered.

Please note: only short-listed applicants will be contacted. **No phone calls please.**