



PO Box 87,
Stand-Off Alberta
T0L 1Y0

Schedule "B"
Role and Duties

Receptionist

Reports directly to: Logistics Manager – Tammy Oka

Job Purpose: The receptionist/Floater performs an office administration and clerical support. The Receptionist is the initial contact person with customers, producers, truckers, and various business associates with the Kainai Forage. Their primary responsibility is to greet incoming visitors and callers. The Kainai Forage receptionist must possess strong office and technical skills as well as a courteous and tactful disposition which supports a positive business image of our company.

Duties and Responsibilities:

Reception

- Welcomes visitors by greeting and directing all visitors to the Kainai Forage Office with a positive and pleasant disposition, whether greeting them in person or on the phone, answering and or correctly referring inquiries by maintaining employee and department directories.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console systems.
- Maintains a safe, clean reception and office building always
- -Complies with procedures, rules, and regulations.
- Takes and delivers accurate messages for all unavailable employees in a timely manner. Direct all mail and electronic communications to the appropriate plant employee
- Maintains communication with Export Administrator and General Partner about any office machinery problems and/or concerns.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

Floater

- Maintains security by following procedures; monitoring and logging hay movement into logbook and providing daily summaries to operations supervisor.
- Implements and/or maintains the Kainai Forage filing system to store and retrieve information easily
- Prepares coffee and keeps breakroom clean in between janitorial servicing
- Assists with automating and capturing information for Kainai Forage electronically
- Supports the office staff, management and operations as needed
- Performs other tasks as needed or requested by management
- Adheres to all company policies and procedures and creates a safe and supportive work environment for all team members