



Kyle Lenz*, CHS™
Advisor, Sun Life

Lenz Financial Services Ltd.
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Receptionist

Lenz Financial Services is an elite wealth and insurance firm located in Lacombe, Alberta. This is a client facing role that requires attention to detail and ability to multitask in a fast-paced office. We are looking for someone who is professional, well mannered, and confident engaging with our clients in person and on the phone. There is potential for growth within the company for the ideal candidate with the required skill set and ambitious attitude.

Responsibilities

- Greet and assist clients in a professional, welcoming manner.
 - Offering refreshments
 - Updating contact information
- Answering phone calls promptly and friendly and managing the voicemail
 - Direct calls to the appropriate team members
 - Taking detailed messages
- Update calendars and schedule meetings.
- Sorting and distributing incoming and outgoing mail.
- Perform clerical tasks.
 - Filing
 - Data input
 - Scanning, faxing, copying.
- Consistently and accurately follow process and procedures provided.
- Maintaining and light cleaning in the reception area, filing room and office washroom.

Qualifications

- Minimum 2 years of experience in customer service/ receptionist or similar role.
- Skilled in using computers, Microsoft office programs and Outlook email and calendars.
- Excellent written and verbal communication skills.
- Strong organizational skills
- High attention to detail
- Proven ability to manage your time effectively in a fast-paced environment.
- Positive attitude
- Must be punctual and reliable.
- Compose and conduct yourself in a professional manner.
 - Dress code is business casual.
 - Clean and neat appearance

Compensation

- \$17/ hour



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Hours

- Monday to Thursday 9:30am to 4pm
- Fridays 9:30am to 3pm
- No weekends or statutory holidays
- Our office is closed for 2 weeks over Christmas and New Years

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.

Please send your cover letter and resume to the attention of Melissa Lenz at lenzfinancialservices@gmail.com

Application deadline: 2024-05-01

Expected start date: 2024-05-15

Job Types: Part-Time