

## Receptionist (Part-Time)

**Location: Weston - Toronto, ON**

### What you will do:

- Operates the telephone switchboard to receive incoming, outgoing and interoffice calls
- Greet visitors and directs to the proper department or persons
- Distributes incoming mail and couriers
- Indexes Account Payable cheques
- Enters data of training records
- Prepares daily reports
- Other duties as required

### What you will require:

- Post-secondary diploma and two (2) year of related work experience is required
- Experience operating a switchboard
- Must possess excellent telephone and communication skills
- Experience using Microsoft office suite including Outlook, Excel and Word
- Strong problem solving skills with the ability to prioritize and multitask
- Must be detail-oriented and pay close attention to accuracy

### How do I apply?

Please send your resume and cover letter in Word or PDF format to [toronto.hr@univarcanada.com](mailto:toronto.hr@univarcanada.com) . Please indicate the job title and location (EV Receptionist (Part-Time) - Weston) in the subject line of your email. Please note that candidates are subject to background and reference checks. Thank you for your interest in Univar.

### About Univar

Univar Canada is the leading distributor of chemistry and related innovative products and services in Canada. We provide more chemical products and related services than any other company in the marketplace. Our wide distribution network, with locations coast-to-coast, helps guarantee fast, reliable service to Univar's customers.

Safety is our first priority, both the starting point and foundation for all aspects of our global business operations. Safe transport and storage of products, safe operational practices and safe working conditions enable us to protect our employees, customers, suppliers and the environment.

To read more about our successes and what we do, please visit: [www.univar.com](http://www.univar.com).

