



# Receptionist

**Location: 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

Univar welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**How do I apply?**

Please send your resume and cover letter to [toronto.hr@univarcanada.com](mailto:toronto.hr@univarcanada.com) and indicate "Receptionist" in the subject line of your email. All candidates are subject to a background check. We thank all applicants for their interest in careers at 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)