

Connex Personnel is currently seeking a **Receptionist** for a local oil and gas company located downtown St. John's. This is a one-month contract, however, with the possibility of extension.

The Workplace team owns, delivers, and optimizes safe, welcoming environments that enable staff to perform their best work in Canada and the US. Reporting to the Manager, Workplace US and Field, the Receptionist plays a key role in creating a positive first impression for employees, visitors, and vendors at the St. John's office.

This role is responsible for delivering exceptional front desk customer service, managing visitor access, coordinating incoming inquiries, supporting office services, and assisting with day-to-day workplace operations. A successful candidate will be professional, friendly, highly organized, able to work independently, and able to handle multiple priorities in a fast-paced environment.

Top 3 deliverables

1. Provide best in class customer service as the primary point of contact for guests and staff.
2. Ensure smooth operation of front desk processes including visitor management, incoming calls, and office support functions.
3. Support workplace operations by coordinating administrative tasks and maintaining a clean, safe, and well-organized reception environment.

In Scope

- Reception and front desk operations
- Visitor and employee support
- Administrative and office coordination
- Vendor and workplace team support activities

Qualities of a successful candidate

Professional, customer-focused, detail-oriented, adaptable, collaborative, and proactive.

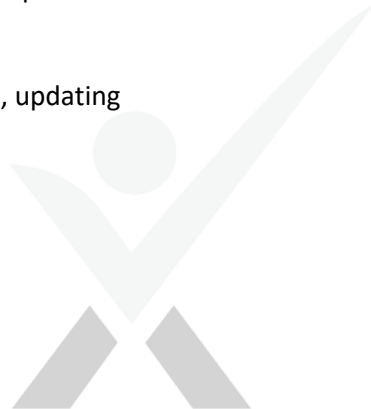
Responsibilities and Deliverables

Reception & Customer Service

- Greet employees, visitors, and vendors, ensuring a professional and welcoming experience.
- Manage the front desk and serve as the first point of contact for all in person, and email inquiries.
- Maintain visitor and courier logs, issue access badges, and follow established security protocols.
- Support staff with questions related to the workplace, meeting rooms, and general office information.
- Deliver exceptional customer service and uphold workplace standards.

Office Coordination

- Maintain the reception area, ensuring cleanliness, organization, and readiness for daily operations.
- Coordinate incoming and outgoing mail, courier shipments, and deliveries.
- Manage inventory of office supplies, including ordering and re-stocking of print rooms.
- Provide administrative support to the Workplace team, including preparing documents, updating records, and supporting communication activities.
- Assist with coordinating onsite events, and activities as needed.



Vendor & Workplace Support

- Liaise with service providers (courier, janitorial, coffee service, etc.) for routine front of house needs.
- Report facility-related issues to the Workplace team and assist with follow-up on service requests.
- Support onboarding by preparing access cards and providing workstation readiness checks.

Safety & Security

- Help ensure visitors and staff follow building safety protocols.
- Participate in workplace safety initiatives and assist with emergency response procedures (e.g., evacuation guidance).
- Act as a point of contact for urgent front desk matters or unexpected visitor-related issues.

Qualifications

- High school diploma required; post-secondary education in business administration or office management considered an asset.
- 1+ years of experience in a receptionist, administrative assistant, or customer-facing role.
- Strong interpersonal and communication skills, both verbal and written.
- Exceptional customer service orientation with a warm, professional presence.
- Highly organized with strong attention to detail and ability to manage multiple tasks.
- Comfortable working in a fast-paced, dynamic environment where priorities may shift.
- Ability to effectively work as part of a team.
- Proficient in MS Office Suite and comfortable learning new systems (e.g., visitor or access management tools, ServiceNow, SharePoint).
- Ability to work with employees and leaders at all levels of the organization.

Anticipated Start Date: 2026-04-15

Anticipated End Date: 2026-05-14

Please submit your resume to hr@connexpersonnel.com

