

JOIN OUR TEAM

Front Desk Associates

Are you a friendly, organized, and reliable individual looking for a casual opportunity to support a dynamic team? We're seeking Casual Front Desk Associates to provide vacation coverage at our administrative office.

As a Front Desk Associate, you'll be the welcoming face of our organization, supporting smooth front desk operations and contributing to a positive and professional environment. This role is ideal for someone who can work independently, self starter who keeps themselves busy and thrives in a person-centred environment.

Key Responsibilities:

- Greet and assist visitors, staff, and community members
- Manage incoming calls and direct inquiries appropriately
- Provide general administrative support
- Maintain confidentiality and uphold professional standards
- Contribute to a welcoming and inclusive office culture



Location: 15306 24th Avenue, Surrey, BC

**Schedule: Monday to Friday, 8:00 AM – 4:00 PM
(Vacation Coverage)**

Rate of pay: \$17.85 per hour

Send resume to recruit@uniti4all.com