

Executive Recruitment & Appraisals Inc.

*"The Okanagan Valley's Recruiter of Choice"*



RECEPTIONIST/SWITCHBOARD  
(Kelowna, B.C.)

*Our client, Al Stober construction Ltd. has an immediate opening for the position of RECEPTIONIST/SWITCHBOARD. This full-time, permanent position requires an experienced self-starter who has a positive communication style, exceptional organizational/time management skills, is proficient in Microsoft Office and has the ability to multi-task within a busy team environment. **DUTIES ARE VARIED AND INCLUDE:** Switchboard, data entry, basic accounting, and receiving visitors.*

*To confidentially interview for this opportunity, contact Patrick D. Walls. See web site for additional details.*

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