

## Administrator/Receptionist– Winnipeg

### The Ryerson difference:

Ryerson is one of the largest metal distributors in the industry. We offer an extensive product portfolio, state-of-the-art fabrication and processing capabilities, and a network of service centers throughout North America and beyond. Our customers can count on us to get the metals they need, when they need them, at a competitive price.

Your career at Ryerson Canada Inc. will offer meaningful work, competitive rewards and an engaging workplace. We provide extensive training, development and professional advancement, and you will find meaningful opportunities to contribute to the success of the company. Our success has come from providing superior service through highly motivated people. At Ryerson, you will have a job that has IMPACT. [www.ryerson.com](http://www.ryerson.com)

### The Opportunity:

We are currently looking for a full time **Administrator/Receptionist to cover maternity leave** based in our **Winnipeg Service Centre**. This role will be for duration of 12 months with a possible extension to 18 months.

### Responsibilities:

- Receptionist duties, including answering phones and customer queries. Back up receptionist to other locations as needed.
- Greeting customers and vendors, sorting and distribution of incoming mails, faxes and office deliveries.
- Order office supplies as well as lunch room supplies as needed.
- Pay invoices (freight/payables) ensure all freight and other invoices have been properly coded. Reviewing and verifying reasonableness of the bill and getting clarifications as needed.
- Setting up new customers or making modifications to existing customers as required.
- End of month deposits
- Filing of signed delivery receipts and all handwritten PO's for customers and retrieve as needed to provide proof of delivery if issues finding the scanned copies.
- Handle petty cash if required(balance monthly or as needed)
- Replenish Postage machine when needed
- Arrange local courier to deliver to customers or other facilities.
- Setting up vendors for new service providers and warehouse consumables.
- Other admin functions as required.

### Qualifications required:

- 2 year College Diploma
- Minimum 5 years of experience in a similar role is required.
- Strong computer skills with proficiency in Word, Excel, Access and Mainframes; strong math skills

Interested candidates whose background and qualifications match our requirements are invited to forward their resume in confidence to:

**Human Resources**  
E-mail: [canadahr@ryerson.com](mailto:canadahr@ryerson.com)  
Fax: **416-622-8602**

We appreciate all applications; however only those candidates selected for an interview will be contacted directly.

Ryerson Canada is an Equal Opportunity Employer. We are committed to representing the diverse communities we serve. That's why we encourage applications from visible minorities, aboriginal people, women, and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.