



Newcap Radio has an exciting opportunity as a **Receptionist** at XL103.1 and 90.3AMP in Calgary, AB.

Reporting directly to the Business Manager, the successful candidate will be responsible for the following:

- Greet and assist clients, listeners and guests in a positive and friendly manner
- Oversee telephone switchboard operation
- Maintain inventory of prizes and document receipt of prizes by winners
- Prepare all courier packages and outgoing mail
- Distribute all incoming mail/courier packages/faxes as required
- Order office supplies, maintain on site stock of consumables for all printers, copiers as well as kitchen and janitorial supplies.
- Assist in coordinating Staff functions/parties and events
- Assist in preparing reports, presentations and proposals for the Sales department
- Create and maintain account list for Sales department
- Prepare daily deposit sheets and bank slips and assist with various AP duties
- Provide general support to managers and other departments within the office
- Assisting with scheduling commercial Traffic Orders as required

The successful applicant should have the following qualities, attributes and experience level:

- Ambitious, hardworking and self-motivated
- High level of communication, organization and interpersonal skills and time management skills essential
- Ability to work well independently and as part of a team, as well as work in a fast-paced, multi-task environment
- Technical proficiency in MS Office – particularly PowerPoint and Excel
- 2-5 years related experience

Interested applicants are invited to send a resume by July 25<sup>th</sup>, 2016. Please forward to: [spruden@newcap.ca](mailto:spruden@newcap.ca)

**NO PHONE CALLS PLEASE**

**Newcap Radio Calgary**  
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[ampcalgary.com](http://ampcalgary.com) | [xl103.ca](http://xl103.ca) |

Newcap values diversity in its work force and is committed to Employment Equity, all applications submitted must be accompanied by a completed Employment Equity Questionnaire form. The form may be downloaded from the following link: <http://www.ncc.ca/careers.asp?mn=4>