

## Quality Coffee Systems Corp.

1122 Boundary Rd  
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### Job Posting

Quality Coffee Systems has been selling Swiss made espresso machines since 1998 and we are looking for a **part time receptionist** to join our dynamic team. We are expanding our operation by opening the official state of the art Jura service centre this summer.

**General purpose:** Attend to visitor to the Jura showroom and service desk . Answer telephone inquiries and redirect when appropriate.

#### **Main Job description:**

- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Intake of espresso machines to be repaired and provide repair estimate
- Greet persons entering organization
- Monitor visitor access and maintain security awareness
- Provide general administrative and clerical support
- Control inventory relative to reception area and Jura consumer supplies
- Tidy and maintain the reception and Jura showroom area
- Assist with shipment of supplies and parts
- Generate invoices and collect payment ]

#### **Education and Experience:**

High School Diploma

#### **Compensation and work schedule:**

\$ 19 per hour based with health benefit plan. Part time work schedule with some flexibility depending on individual needs

Showroom hours are Mo to Fri 9am to 5:30 Sat 10AM to 3PM

#### **Application process:**

Please send resume including cover letter to [Roger@qualitycoffeesystems.ca](mailto:Roger@qualitycoffeesystems.ca)