

**Job Title:** Administrative Receptionist/ Sales Assistant

*Building a Great Team of Great People providing a Great Customer Experience*

Are you ready to be a part of something amazing? At Robinson Residential Design Inc. in Regina, SK, we believe that exceptional homes begin with exceptional teams! We're looking for an enthusiastic **Administrative Receptionist/ Sales Assistant** to become the welcoming face of our office, supporting both our clients and our talented team of designers and architectural technologists.

Robinson Residential Design is all about high-quality, full-service residential design. We are locally owned and operated, with over 40 years of experience we pride ourselves on teamwork, attention to detail, accountability, and skilled creativity. We're passionate about what we do—and we're looking for someone who shares that passion!

**What you'll be doing:**

#### **Administrative Receptionist Role**

- **Front Line Customer Service:** You'll be the first point of contact for our clients—whether it's answering calls, welcoming visitors, or responding to emails.
- **Housekeeping & Office Supplies:** Keep our reception area and meeting rooms tidy and stocked. You'll also manage our inventory of supplies.
- **Invoicing & Bookkeeping:** Assist with taking and entering payments, answering basic invoicing questions, and assist with bookkeeping tasks.
- **Clerical & Software Support:** Provide general administrative support, particularly with Microsoft 365.
- **Executive Assistance:** Help our executive team stay on top of their schedules, emails, and other important tasks.

#### **Sales Assistant Role**

- **Sales & Client Screening:** Be the friendly face (or voice) that clients first encounter. You'll screen clients, enhance their experience, and ensure they leave with a smile.
- **Sales Manager Support:** Assist the Sales Manager by managing the schedule, front end emails, and other tasks to keep things running smoothly.
- **Tracking & Reporting:** Keep our sales tracking and reporting documents up to date.
- **Stay in the Know:** Maintain a strong understanding of our service offerings so you can answer any questions about us and our services.

**What we're looking for:**

- A team player with a passion for providing exceptional service!
- High attention to detail, accountability, and a knack for staying organized.
- Skilled Creativity – possess the ability to generate innovative and original ideas or solutions!
- Coachability – a willingness and eagerness to learn new skills.
- Top-notch communication and interpersonal skills.
- Strong computer literacy, especially with Microsoft Office 365 (Outlook, Word, Excel, etc.).
- Experience with Photoshop and QuickBooks is a bonus but not required.
- 2 years of experience in a receptionist or administrative assistant role is preferred

- 1-2 years of experience in a sales or customer service role is preferred

### **Why Join Us?**

- Job Type: Full-time, Temporary (Maternity Leave Coverage) with potential for Permanent Placement
- 40-hour work week, Monday to Friday.
- Competitive pay based on experience.
- Enjoy company events, dental care, disability insurance, extended health care, life insurance, on-site parking, profit sharing, and RRSP matching.

### **Ready to Apply?**

If you're ready to be part of our outstanding team, apply today! Submit your resume and a cover letter detailing your experience to [plans@robinsonplans.com](mailto:plans@robinsonplans.com) . We can't wait to meet you!

Thank you to all applicants—we appreciate your interest! We'll only contact those selected for an interview.