

Front Desk Receptionist & Radon Coordinator

This is a temporary full-time position, with an immediate start date. Due to the unpredictability of COVID-19 there is no set end date at this time and will be adjusted as needed. Flexibility is considered essential at this time.

Job Components

1. *Front Desk:* Requires a high level of customer service and the ability to work well under pressure. You are the first point of contact for our clients. This involves assisting with queries, facilitating payment for laboratory services, upkeep of email correspondence, receiving and sorting mail, liaising with Office Manager.
2. *Laboratory Receptionist:* Logging information and samples into our laboratory database, tracking the progress of analyses, input of detailed information, and sending of results. A majority of the administrative requirements relate to front desk duties. Coordination with prospective external clients as well as consulting department needs will also be required.
3. *Radon Coordinator:* Providing radon information to clients, maintaining our radon lab result database, handling of all website radon order response and fulfillment. Forward planning for next radon season (September – February) is essential. Assistance with preparation of radon related tender bids will also be required.

About LEX Scientific Inc.:

LEX Scientific Inc. is an environmental and industrial consulting firm and laboratory located in Guelph, Ontario. As an integrated consulting and analytical company, our diverse team of environmental and analytical professionals have been providing comprehensive environmental and occupational health and safety solutions to a wide range of industrial, institutional, and governmental clients for over 35 years. LEX analyses bulk samples of asbestos, mould and radon from clients across the country.

Required Skills and Responsibilities

- Strong verbal and written communication skills
- Professionalism
- Customer focus
- Work well under pressure
- Work well in a team environment, ability to collaborate
- Multitask and time management skills, with the ability to prioritize tasks
- Coordinating general office tasks, such as photocopying, filing, and shipping and receiving
- Accountable for transcribing data with high accuracy
- Initiative and follow through
- Comply with cleaning procedures, rules and regulations for a safe work environment
- Must have own mode of transport

Qualifications and Experience

- Minimum of a College Diploma/Certificate in a field related to this position
- Proven work experience as a receptionist or similar administrative assistant role
- Proficient with Microsoft Office Suite, with emphasis on expertise in Word, Excel and Access
- Website maintenance experience is considered an asset
- Experience creating digital marketing content is considered a strong asset.
- Basic science knowledge science preferred but not essential. Training regarding radon and other lab requirements will be provided.

Application Process

If you feel that you would be a good fit with our company, please submit your resume and cover letter in PDF format to ar@lexscientific.com with reference to the job title in the subject.

**We thank all applicants for their interest,
however only those candidates selected for interviews will be contacted.**