

Part Time Receptionist

Location:

Orangeville/Remote

About CanCrete:

Founded in 2013, CanCrete Equipment Ltd. is the exclusive Putzmeister dealer in Canada and a leading provider of concrete pumping equipment, parts, and specialized service support. Serving the Canadian concrete industry, CanCrete operates as a comprehensive pumping solutions and support centre, delivering equipment, parts, technical service, and expert advice tailored to customer needs.

With deep industry experience and a strong understanding of the operational challenges facing concrete professionals, CanCrete is built on long-term, mutually beneficial customer relationships. Our reputation is grounded in high-quality, well-researched products, dependable service, and knowledgeable technical support – ensuring our customers have the solutions they need to succeed.

Role:

We are currently hiring a Part Time Receptionist to support office operations for sick/vacation day coverage over the year.

Responsibilities:

- Answer and route incoming phone calls using RingCentral, ensuring callers are greeted professionally and directed to the appropriate team member or department
- Maintain accurate and detailed call logs, including caller information, purpose of call, and any actions taken
- Prioritize urgent calls and escalate time-sensitive issues to the correct contact without delay
- Provide basic information or assistance when appropriate before transferring the call
- Monitor reception and parts inboxes, retrieve messages promptly, and forward them to the correct recipients

Qualifications:

- High school diploma (Grade 12) required; post-secondary education preferred
- Strong phone etiquette
- Strong attention to detail and accuracy
- Proficiency in Microsoft Office (Outlook, Word, Excel) and phone systems
- Strong organizational, time management, and multitasking skills
- Excellent verbal and written communication skills
- Ability to work independently with minimal supervision

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