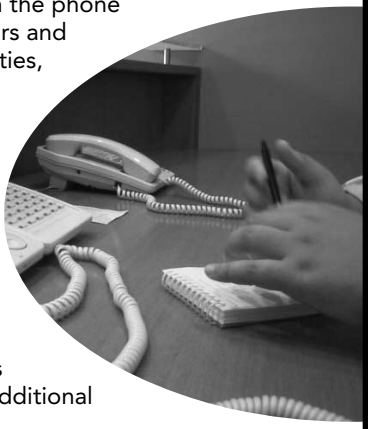
The Cahill Group of Companies is one of the largest multi-disciplinary construction and module fabrication companies in Atlantic Canada. The Cahill group is involved in all major industries including the oil and gas, mining, power generation and institutional sectors. In 2010, the Cahill Group of Companies was named one of Canada's 50 Best Managed companies for the fourth consecutive year. This distinction is the mark of excellence for Canadian-owned and managed companies.

Corporate Receptionist

GJ Cahill is looking for an individual with a contagiously positive personality who is ready for a new challenge with our dynamic and growing company.

If you thrive in a busy environment, with the phone constantly ringing, a wide array of visitors and clients and a dynamic list of responsibilities, ***Cahill's Corporate Receptionist*** opportunity may be for you.



Cahill's Corporate Receptionist is the first point of contact at our new office location at ***The Tower Corporate Campus*** in the Waterford Valley. The Receptionist is responsible for managing the switchboard, correspondence, faxes and couriers. Duties also include supporting accounts payable and receivable and providing additional administrative support as required.

The ideal candidate has successfully completed an Office Administration program with up to three years of related experience, exudes confidence and excels in a faced pace personable environment.

If you are interested in joining our growing team, please apply in confidence, to employment@gjcahill.com, quoting competition # GJC-NL-CR-07-10.

Cahill is an equal opportunity organization. While we thank all applicants for their interest, only candidates under consideration will be contacted.

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www.gjcahill.com

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