

DIRECTOR OF FIRST IMPRESSIONS

Do you enjoy making people smile? Are you the life of the party... or better yet, the party planner? Do people constantly tell you what a treat you are to be around? Then you are just the person we're looking for. LMNO, Saskatchewan's largest marketing consultancy and creative agency, has an immediate opening for a Director of First Impressions.

This full-time position is responsible for first impressions of our brand. Basically, you'll make us look good. You'll perform reception duties like answering phones and emails, greeting all visitors, and assisting with other administrative tasks as assigned including arranging couriers, catering, meetings, travel and ordering office supplies.

QUALIFICATIONS

- An outgoing, friendly personality and a positive, enthusiastic attitude
- Excellent written and verbal communication skills
- Proficient in the use of Microsoft Office Suite with strong typing skills
- Highly organized, can multi-task and thrives in a fast-paced environment
- A flair for organizing great lunches and fun parties
- Completed an Office Administration diploma program
- Experience with Apple/Mac computers would be an asset

Think you'll make a good impression? Then we want you to be our Director of First Impressions. Please forward your cover letter and résumé to Kathy Penteluke, Office Manager, by email to careers@meetlmno.com by **Friday, May 31, 2019**.

Only shortlisted candidates will be contacted. No phone calls please.
We can't wait to meet you.