**A picture containing graphics, design

Description automatically generated**

**Job description**

Peak Performance Products is a leading Canadian Distributor in the Sports Nutrition, Natural Health, and Grocery industries, providing customers with high-quality brand-name products. For over 20 years, Peak's mission has been to introduce innovative and effective products that optimize health and wellness to the Canadian market.

**The Opportunity**

We are embarking on the next phase of our growth and as we continue to expand our business in different categories, we are looking to expand and strengthen our support staff. As our receptionist/personal assistant, you will be a key contributor to our team as you assist our office staff and management with a wide variety of tasks.

**Please note this is NOT an executive assistant position.**

**Responsibilities**

* Greet and direct all visitors at our office
* Receive any front desk deliveries and inform the appropriate parties
* Booking travel and accommodations
* Gathering expenses to send to accounting
* Reminding management of important tasks and deadlines
* Personal tasks
* Supply procurement for the office
* Party/Event planning
* Errands when required
* Taking notes during meetings
* Booking and managing day-to-day meetings and appointments
* Liaising with clients and partners
* Manage filing system for personnel documents

**Qualifications**

* Excellent oral and written communication skills
* Friendly and approachable demeanour
* Highly organized
* Ability to multitask
* Ability to work in a fast-paced environment
* Flexible and Adaptable
* Discrete

Job Type: Permanent

Salary: From $40,000.00 per year

Benefits:

* Company events
* Dental care
* Extended healthcare
* On-site gym
* On-site parking
* Store discount

Schedule:

* 10-hour shift
* 8-hour shift
* Day shift
* Evening shift
* Monday to Friday
* Morning shift
* Weekend availability

Ability to commute/relocate:

* Mississauga, ON: reliably commute or plan to relocate before starting work (required)

Education:

* DCS / DEC (preferred)

Experience:

* Personal Assistant: 2 years (preferred)
* Reception: 1 year (preferred)

**To apply, please email** [jobs@pppinc.ca](mailto:jobs@pppinc.ca)