

CANYON
Technical Services Ltd.



**Now
Hiring!**

Canyon Technical Services is a vibrant oilfield services company specializing in well stimulations in the WCSB. Our focus is providing technical solutions with our highly skilled team of professionals. The "Canyon Team" consists of strong leadership, a wealth of operational experience, sound engineering and a solid support staff. Canyon has offices in Calgary, Grande Prairie, Medicine Hat and Red Deer.

Receptionist

We are currently hiring an enthusiastic and energetic front person for our Calgary Corporate Office, responsibilities include:

- Answer all incoming calls, and greet facility visitors
- Assist executive personnel with day to day duties
- Distribution of correspondence and invoicing
- General office duties as required

The successful candidate will possess a dynamic personality with an exceptional phone manner, strong attention to detail with self motivation and proficiency in MS Office is key.

Canyon employees enjoy a competitive salary and benefit plan.

To Apply:

Reference: Calgary Reception

Fax resume to 403-314-0886; Attn: HR Department

Or email to hr@canyontech.ca

www.canyontech.ca

We thank all applicants; those selected for an initial interview will be contacted.

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