



Scotia
INVESTMENTS

A Member of the Scotia Investments Family of Companies

Receptionist

CKF Inc., a leader in Canada's molded pulp, foam, and RPET industry is a company with a strong commitment to safety and Continuous Improvement. CKF Inc. has plants located in British Columbia, Ontario, Nova Scotia and the states of Iowa and Texas, manufacturing numerous types of food packaging and protective packaging.

We are seeking a Receptionist to join our Finance team in Hantsport, NS. Reporting to the Manager of Financial Accounting, the Receptionist serves as the first point of contact for visitors and employees entering the secure office and plant complex. This role is responsible for managing access control, handling incoming calls, coordinating calendars, and supporting administrative tasks to ensure smooth office operations.

As part of an exciting restructure within our Finance team, we are hiring several roles to support our evolving business needs. We are recruiting for a Receptionist position in our Hantsport plant.

Key Responsibilities:

Visitor & Access Management

- Sign in and sign out all visitors, contractors, and employees entering/exiting the secure facility.
- Monitor and manage plant gates to ensure compliance with security protocols.
- Maintain accurate visitor logs and access records.

Phone & Communication

- Answer and manage the main phone line promptly and professionally.
- Direct calls and provide general information to callers.

Courier & Mail Handling

- Receive, sort, and distribute incoming mail and packages.
- Coordinate courier pickups and deliveries.

Calendar & Meeting Room Management

- Schedule and manage meeting rooms and appointments.
- Assist with organizing internal meetings and events.

Accounts Payable Support

- Process invoices and assist with AP documentation as required.
- Liaise with the finance team to ensure timely payments.

Petty Cash Management

- Maintain and reconcile petty cash funds in accordance with company policies.
- Track and report petty cash transactions accurately.

Bank Deposits

- Prepare and process bank deposits for the Windsor location in accordance with company procedures.
- Ensure accuracy and timely completion of deposit documentation and reconciliation.

Administrative Projects

- Work on projects with various departments as needed.
- Support office initiatives and maintain office supplies.

Qualifications:**Education & Experience**

- High school diploma or equivalent; additional administrative training is a plus.
- Proven experience in a receptionist or administrative role.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to maintain confidentiality and adhere to security protocols.

Skills & Competencies

- Professional demeanor and customer service orientation.
- Attention to detail and accuracy.
- Ability to work independently and as part of a team.

CKF offers a competitive wage and benefit package (including a pension plan). If you want to work for a dynamic and exciting company and enjoy the challenges of working on a variety of duties in a fast-paced environment, then come be a part of our team.

The successful candidate will be required to provide a clear criminal background check.

Qualified candidates can apply with cover letter and full resume at the following link:

<https://jbtmz.me/s/?e=NL4oXi8a>

Deadline for applications is February 6, 2026.

CKF Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer.

We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise People & Culture of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

Although we gratefully accept all applications, only those candidates being considered for an interview will be contacted.

An Equal Opportunity Employer