Voicemail Verbiage

**On your AD Line:**

Hi you’ve reached the \_\_\_\_\_\_\_\_\_\_\_ office of Vector Canada. We are unable to take your call right now but if you leave your name number and how you heard about the position we will call you back as soon as possible. For a more immediate response go to work4 (that’s the number 4)students.ca. Once again work4students.ca to fill out your contact information and we will be sure to get in touch within 24hrs. Have a great Day!

**On Your Receptionist Line: Should not be PDI/Customer Line- either other line in office or if you only have 2 it should be your cell**

Hi You’ve reached \_\_\_\_\_\_\_\_\_\_\_\_ with VM Canada. I’m currently taking applications for receptionist’s positions in our \_\_\_\_\_\_\_\_ office. Please leave me a message with your name, contact information and a description of why you think you would be a good fit for the position and would like to join our team. All qualified applicants will be called within 24-48hrs to discuss interview possibilities. (If cell phone) *If this is a customer leave me your info and I’ll call you back as soon as I can.* Thanks and Have a great Day!