

RECEPTIONIST

If you're looking for a challenge and a chance to grow your career alongside the best and brightest in the industry, you'll find it at Harper Grey. We are currently looking for a full-time Receptionist with exceptional interpersonal skills and a strong appreciation for excellent client service. The hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. The position provides an opportunity to work with a smart, dynamic and collaborative team. The successful candidate will have a minimum of 2 years' related experience, be energetic, flexible, highly motivated and driven to succeed. This is a highly visible role, which requires a high degree of confidentiality and discretion.

WHAT YOU'LL BE DOING

- Open reception desk daily at 8:00 a.m.
- Greet Clients/Visitors arriving at the reception desk
- Process incoming calls (both externally and internally)
- Coordinate boardroom bookings, being aware of the location of all visiting clients
- Attend to all e-mail correspondence as needed
- Ensure the reception area and all boardrooms are kept clean, tidy and presentable at all times
- Route incoming faxes to appropriate individual(s)
- Work with Catering Assistant, to ensure refreshment/food requirements prior to the scheduled meetings
- Report maintenance issues to Facilities/Office Services Manager and GWL Realty Advisors
- Flexibility to work 8:00 a.m. to 6:00 p.m. will be required to provide coverage for receptionist relief position
- Provide miscellaneous administrative assistance to firm members as time may allow

WHAT WE ARE LOOKING FOR

- Minimum of two years' related experience, preferably in a professional services or similar environment
- An excellent communicator with ability to communicate in a professional, mature and courteous manner, in person, by telephone and in writing
- Enthusiasm for providing outstanding customer service and helping people
- Professional appearance and demeanor
- A high level of initiative and resourcefulness
- Reliable, punctual and the ability to maintain strict confidentiality of all clients and firm matters
- Solid decision making and problem-solving skills coupled with a willingness to learn

WHAT YOU BRING

- Excellent oral and written communication skills
- Strong interpersonal skills with ability to build rapport, provide first-rate level of knowledge and prompt quality service to clients and internal stakeholders
- Personable, helpful, and incredibly organized and enjoy collaborating across teams
- Ability to anticipate work needs and follow through with minimum direction, follow up on own initiative
- Ability to work calmly under pressure and don't get flustered easily
- Ability to juggle multiple tasks and prioritize workload in a fast-paced and time sensitive environment while ensuring attention to detail, accuracy and efficiency
- Proficiency in Microsoft Word and Outlook and basic knowledge of Excel
- Previous experience with electronic boardroom booking procedures and software considered an asset

WHAT WE OFFER

Our people are the heart of our firm – we say it often and with good reason. It is only through our people’s skills, ambition, dedication and hard work that we can deliver the excellent level of client service our reputation is built upon. While our expectations are high – so are our rewards. Our generous competitive compensation package is just one component of our total rewards package.

Compensation + Benefits

- Competitive salary with structured annual reviews
- Extended health and dental coverage
- Employee and family assistance program
- Life and accidental death and dismemberment insurance
- Short- and long-term disability insurance
- Paid or banked overtime
- Vacation time, sick time and personal time allotment

Work Perks

- Firm social events
- Casual day every Friday
- Continuing education/tuition allowance
- Group RRSP plan with matched contributions

Work / Life Integration

- Robust health and wellness program
- Fitness program annual subsidy
- Sports teams
- Recognition of service milestones
- Personal days to help balance outside commitments

WHO WE ARE + HOW WE WORK

We are a dynamic and diverse group of highly skilled people working together to deliver excellent service to our clients. When you join our firm, you join a culture of excellence, collaboration, camaraderie and respect. We’re a great place to grow your career.

Our core values focus on developing a diverse, inclusive and respectful workplace that encourages and supports differences and promotes innovative perspectives. We are committed to maintaining and expanding the diversity of our firm’s lawyers and staff and creating an inclusive environment in which everyone can flourish.

APPLY

This is an excellent opportunity to join a dynamic firm that values innovation, initiative and resourcefulness. Are you a motivated and creative team player? Do you think the fast-paced hands-on role we have described would be a perfect fit for your skillset?

If so, we cannot wait to meet you and invite you to submit your resume by email to Andrea Kotzo.

Andrea Kotzo
Human Resources Manager
E: akotzo@harpergrey.com
P: 604.895.2906

We encourage applications from all qualified candidates, including those with disabilities. Accessibility accommodations can be made confidentially throughout all stages of the recruitment and selection process by contacting Andrea Kotzo.

We will carefully consider your application during the initial screening and will contact you if you are selected to continue in the recruitment process. We thank all interested applicants, however, only those under consideration will be contacted.

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If this job isn't for you, perhaps you have a friend who would be a perfect fit. Send them this link. Thanks!!