

## HOSPITALITY CLERK

If you're looking for chance to work alongside the best and brightest in the industry, you'll find it at Harper Grey. We are currently looking for a full-time Hospitality Clerk with strong interpersonal skills and enthusiasm for providing outstanding guest service. The hours for this position are Monday through Friday from 7:30 a.m. to 3:30 p.m. and provides the opportunity to work with a group of people who are smart, dynamic and collaborative. The successful candidate will have a minimum of 1 years' related experience, be energetic, flexible and motivated.

### WHAT YOU'LL BE DOING

- Coordinate all full-service catering details for all meetings and onsite events
- Ensure that the boardrooms are prepared in advance of meetings and events. This includes coffee/tea/water service along with any catering requirements
- Update and maintain firm database of dietary restrictions
- Establish and maintain excellent working relationships with existing and new catering vendors
- Coordinate and work with on-duty Receptionist to ensure that all boardrooms are cleared and prepared for upcoming meetings
- Ensure that coffee stations and lounges are well stocked with the day to sundry needs of each
- Ensure that the servery, breakrooms, kitchen counters, microwave and refrigerators are kept clean and tidy, adhering to daily cleaning schedule
- Load/unload dishwashers as needed throughout the day
- Deliver cookies/fruit to all floors in the morning
- Provide back-up for Reception and Central Services Team as needed, including but not limited to:
  - greeting clients
  - processing incoming calls
  - routing incoming faxes to appropriate individuals
  - coordinating boardroom bookings
  - other duties as assigned

### WHAT WE ARE LOOKING FOR

- Minimum of 1 years' related experience in a professional services environment or hospitality industry
- Commitment to providing outstanding customer service to clients and internal stakeholders
- Proven ability to thrive in a fast-paced team-oriented environment
- Highly organized and multi-task oriented, with the ability to balance priorities
- Proven ability to work with minimal supervision
- Professional appearance and demeanor
- Ability to perform physical aspects of the position, including: standing, walking, kneeling, pushing, pulling, lifting and carrying up to 20lbs

### WHAT YOU BRING

- Strong communication and interpersonal skills with the ability to listen effectively, respond appropriately and deliver guests exceptional and professional service
- Solid work ethic with excellent organization and time management skills
- Ability to take initiative as well as follow instructions
- Ability to work calmly under pressure and doesn't get frazzled easily
- Adaptability/flexibility in working with multiple requests from multiple stakeholders
- Ability to work effectively both independently and as a contributing member in a team environment

- Roll up your sleeves attitude – no job is too big or too small!

## 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](mailto: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!!