

# Receptionist

## JOB DETAILS

COMPENSATION RANGE: \$20 - \$22 per hour

TYPE: Full-time, in-person

DURATION: January 1 – June 30, 2023

AVG. HOURS/WEEK: 40

## JOB DESCRIPTION

Secker Ross & Perry LLP is seeking a Receptionist to provide additional assistance to our Administrative team during our peak season. This position will include, but is not limited to, the following responsibilities:

- Managing reception softphone console including answering and directing incoming calls
- Greeting clients and visitors
- Providing positive, polite and courteous client service, both in person and over the phone
- Managing incoming and outgoing mail and courier packages
- Accepting client payments, including handling cash and processing credit cards
- Maintaining boardrooms including set up for and clean up after client meetings
- Performing routine clerical duties including, but not limited to, photocopying, faxing and printing
- Prepare, review and modify general templates, letters, reports, Excel workbooks and other correspondence materials
- Managing confidential information with utmost discretion and professionalism

## ABOUT YOU

You have, or are looking for, experience working with an administrative team for day-to-day firm operation and are able to effectively manage a variety of reception tasks.

You are looking for a temporary position where you can provide exceptional client service in a positive and energetic environment.

You have a background in customer service and enjoy engaging with clientele in person, over the phone and by email.

## QUALIFICATIONS/WORK EXPERIENCE

- You have or are working towards an Office Administrator diploma or certificate
- Administrative experience considered an asset
- Experience with Microsoft Office suite is required
- Experience with TaxPrep and Caseware considered an asset
- Excellent organizational and time management skills with the ability to multi-task
- Training provided as required to a suitable candidate

This position is a 6-month contract for 40 hours/week during tax season, our busiest time of year. There is some flexibility with the contract time frame and weekly hours which can be discussed at the time of the interview.