



A Real Estate Capital Company Celebrating 30 years in 2018

Title: Receptionist / Office Assistant

Location: Toronto, ON

Reports to: Human Resources Coordinator /
Office Manager

Job Type: Permanent, full-time

Who we are

As part of the Firm Capital Organization, an entrepreneurial organization with a bright talent pool, Firm Capital Property Management Corp. is the property manager for a portfolio of multi-residential and commercial properties comprised of retail, industrial, and office across Canada and the United States. Please visit our website at www.firmcapital.com for further information.

What you need to succeed

- Minimum of 1 year of related administrative/reception experience in a busy office setting is required.
- Minimum high school diploma or equivalent.
- Computer literacy with proficiency in MS Office is required.
- Excellent written and verbal communication skills.
- Strong organization skills and ability to multi-task without compromising accuracy.
- Mature, positive attitude with ability to handle difficult situations in a professional manner.
- Ability to communicate effectively across all levels within and outside organization.
- Ability to work quickly and efficiently on a team or independently.
- Punctual and reliable.

Your new role

- Provide administrative support to entire office, including: scheduling and setting up of meetings, processing incoming and outgoing mail and courier pickups and deliveries, assisting with correspondence, making copies, scanning documents, maintaining office supplies, and troubleshooting with printers and copiers. Distribute mail in-office when needed.

- Answer phones, including: screening calls, handling routine items, and taking/relaying messages.
- Greet and direct visitors, as well as respond to in-person inquiries from clients and other parties. As the first point of contact, present a positive and professional image of the organization to all visitors.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Maintain an organized and presentable reception area.
- Manage the reception kitchenette and prepare coffee & tea when required.
- Maintain office and emergency phone lists.
- Type forms, letters, emails, reports, and memos as necessary.
- Adhere to company and industry standards and policies, and seek assistance and advice from management when needed.
- Perform other duties as assigned.

What we offer you

- Opportunity to advance your career as the company grows
- In-house Chef with weekly staff lunches
- Full kitchen with complimentary drinks and food
- Creative Social Committee that organizes team building events and weekly socials
- Free on-site parking as well as transit accessible

Availability

Must be available to work from 8:30 am to 5:30 pm every Monday to Friday.

Must be able to start as soon as possible. Please submit a cover letter and resume no later than November 2nd, 2018.

Salary

Hourly at \$15.00/hr

How to apply

Please forward your resume with the position to which you are applying in the subject line: Receptionist to scraymer@firmcapital.com. Visit our website at www.firmcapital.com for further company details. We thank all candidates who apply for this opportunity but only those selected for an interview will be contacted.