



A Real Estate Capital Bank

A Private Equity Real Estate Investment Firm focused on;  
Mortgage Banking, Real Estate Equity & Special Situation  
Investments Celebrated 35 years in 2022

---

**Title:** Receptionist / Office Assistant

**Location:** Toronto, ON

**Reports to:** Human Resources Coordinator /  
Office Manager

**Job Type:** Permanent, full-time

### **Who we are**

An entrepreneurial organization with a long track record and a bright talent pool, the Firm Capital Organization is a real estate private equity firm focused on the areas of mortgage banking, real estate investments and special situation investments. Please visit our website at [www.firmcapital.com](http://www.firmcapital.com) for further information.

### **Position**

Within the Firm Capital Organization, 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. Firm Capital Property Management Corp. is looking for a Front Desk Receptionist.

### **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

### **How to apply**

Please forward your resume with the position to which you are applying for in the subject line to [careers@firmcapital.com](mailto:careers@firmcapital.com). Visit our website at [www.firmcapital.com](http://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.