



## **RECEPTIONIST/ADMIN ASSISTANT**

Brownlow Partners Chartered Professional Accountants (BP) is currently seeking a personable, professional and courteous **Receptionist/Admin Assistant** to join our Team in the charming Village of Ancaster, Ontario. The successful candidate will have highly developed interpersonal skills, including well-honed client service skills. Ideally, we are seeking an authentic individual with a cheerful disposition who is able to demonstrate genuine care and concern for the importance of consistently making a great impression.

Specializing in the needs of small and medium privately held businesses, BP has been helping our valued clients achieve their financial goals since 1980. We do this by serving as *trusted advisors building tailored solutions to enhance the success of privately held businesses*. We take pride in our team of dedicated professionals who work hard together to provide exceptional service with a personal touch that exceeds the expectations of our clients. At BP, we foster mutually beneficial and rewarding employee/employer relationships. We encourage and promote professional development and growth, a collaborative and supportive environment, and opportunities for fun and levity to celebrate our accomplishments.

### **The Opportunity**

As part of the Administrative Services Team, the **Receptionist/Admin Assistant** is responsible for greeting clients, prospective clients and other visitors/callers to the office. This role is also responsible for a wide variety of administrative duties on a daily basis. Key responsibilities include, but are not limited to, the following:

- Serving as Ambassador and first point of contact (in person or by telephone) for clients, prospective clients and other visitors/callers to the office.
- Administrating company correspondence including the preparation of emails, memos, faxes and letters. Photocopying/scanning as needed.
- Preparation/assembling of various client packages and coordination of courier packages.
- Assisting with coordinating meetings and boardroom reservations. Ensuring reception/kitchen areas are clean and tidy. Preparing coffee/tea as required.

### **Education, Experience, Skills & Attributes**

- High school diploma required. Diploma in Office Administration, or equivalent, preferred.
- Reception/switchboard experience; professional telephone manner
- Office clerical/administrative skills and experience
- Previous experience in financial and/or professional services industry a definite asset
- Excellent client service and interpersonal skills
- Excellent verbal and written communication skills
- Intermediate skill level in all Microsoft Office applications
- Keen attention to detail with the ability to prioritize and manage multiple tasks
- Highly dependable, reliable and organized, with a strong work ethic
- Positive, professional and friendly demeanor
- Basic income tax knowledge an asset

If you meet the requirements above and are interested in being part of the Brownlow Partners Team, please submit your resume together with cover letter no later than December 20, 2017. Submissions received without a cover letter will not be considered. We thank all candidates for their interest; however, only those selected for an interview will be contacted. No phone calls please.

*Brownlow Partners is an equal opportunity employer that values diversity and is committed to inclusiveness and providing barrier-free recruitment processes. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, accommodations are available for all parts of the recruitment process. If contacted for an employment opportunity, applicants are asked to make any accommodation needs known in advance.*