



## Receptionist/Admin Assistant

Are you looking for an incredibly rewarding career with an employer who offers:

- Competitive Compensation
- Comprehensive Benefits & Fun Perks
- A Positive, Personable, and Collaborative Team
- New & Innovative ways to make the employee experience that much more gratifying

...and who agrees that we should not live to work, but rather all be enjoying a healthy, happy, and fulfilling work-life balance?

Brownlow Partners is currently seeking an experienced **Receptionist/Admin Assistant** to join our team in Ancaster, Ontario. This position is ideal for a candidate who has experience within a professional service setting and is highly organized, efficient, reliable, and personable. This is an in-office position.

Specializing in the needs of small and medium privately held businesses, Brownlow Partners has been helping our valued clients achieve their financial goals since 1980. We go above and beyond to provide comprehensive, high-quality service, tailored to our clients' needs. Our team looks after our clients and, in turn, we make sure to look after our team.

### Position Overview

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. Data entry.
- Preparation/assembling of various client packages and coordination of courier packages.
- Assisting with the coordination of meetings and boardroom reservations.

### Experience, Skills & Attributes

- High school diploma required; Diploma in Office Administration, or equivalent, preferred
- Office clerical/admin experience required; Reception/switchboard experience preferred
- Previous experience in financial and/or professional services industry a definite asset
- Exceptional client service skills, including positive, professional, and friendly demeanor
- Strong knowledge of Microsoft Office products, including Excel, Word, and Outlook
- Excellent verbal & written communication skills, including professional telephone manner
- Keen attention to detail with the ability to prioritize and manage multiple tasks
- Basic income tax knowledge preferred
- Highly dependable and accountable with a strong work ethic; adaptable/flexible
- Effective team player *and* independent worker
- Ability to remain calm and effectively navigate competing priorities in busy office environment
- Ability to discuss concerns and accept feedback in a positive and constructive manner
- Ability to work overtime as required, particularly through the months of February through to the end of April

Sound like you? If so, we want to hear from you! Please submit your resume together with cover letter by September 23, 2022. No phone calls please.

*Brownlow Partners Chartered Professional Accountants 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.*