



PARENTE ° BOREAN ^{INC.}
BARRISTERS AND SOLICITORS

Job Title: Receptionist

Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system. Other administrative duties will be required to assist the Office Administrator.

Responsibilities:

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (collecting client ID's, document release etc)
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
- Maintain and organize the front area and boardrooms

Requirements

- Proven working experience in similar role
- Proficient with Microsoft Office Suite
- Professional appearance
- Solid communication skills both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize and work under pressure
- High school degree or Post secondary in Administration

Please send you resume and applicable documents to hr@parenteborean.com