



Receptionist – Vancouver

This year, Odlum Brown celebrates its 98th anniversary as an independent, employee-owned, full-service investment firm. We are honoured to be recognized as one of Canada's Best Managed Companies for 22 consecutive years and as one of Canada's Most Admired™ Corporate Cultures.

CULTURE AND VALUES

We are very proud of the vibrant culture that we have built and sustained for many years. It's the way we do things, how we make decisions and what defines which behaviours work and don't work – it's what makes up our DNA.

Our values are the cornerstone of our culture, a set of principles that provide a compass for our actions and unify us as a team.

PEOPLE

We have skiers, mountain bikers, hockey players, runners, volleyball players, movie buffs, bookworms, animal lovers, musicians, yogis, world travelers and every other variety of person you can imagine. You will work with really interesting people and make great friends, too.

COMMUNITY

We are serious about supporting the communities where we live and work. We are committed in heart and mind to everything we do in the community, and we work hard to inspire passion and fun while doing it.

PROFESSIONAL DEVELOPMENT

Continuous learning matters. We are committed to providing career-long support for learning and growth.

THE OPPORTUNITY

We currently have an opportunity for a part-time Receptionist to join our award-winning team in the Vancouver office.

The successful candidate will be the first point of contact in welcoming clients and visitors to our head office. This position requires a commitment of three consecutive business days on a rotating basis.

RESPONSIBILITIES

- Greeting clients and visitors in person and over the phone
- Directing or responding to inquiries received by phone or email
- Providing administrative support in the planning and preparation of meetings and conference calls
- Coordinating incoming and outgoing courier requirements
- Sorting and distributing mail
- Other administrative duties as required

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Intermediate knowledge of MS Office Suite



COMPETENCIES AND PERSONAL ATTRIBUTES

- Proven history of serving clients in a professional services environment
- Client service focused – commitment to providing outstanding client service
- Enthusiastic and self-motivated
- Strong time-management and relationship-building skills
- Personable, professional and articulate, with strong verbal communication skills
- Excellent organizational and planning skills
- A reliable and flexible team player

Our team is growing and we've got room for one more if you're interested. If this sounds like the environment you'd like to work in and you have the credentials and experience for this job, we invite you to submit a cover letter and resume to hr@odlumbrown.com by **August 6, 2021**.

Candidates must be legally eligible to work in Canada. Full disclosure of any restrictions must be disclosed at the time of expressing interest and supporting evidence provided prior to any potential offer of employment.

We appreciate your interest and thank you for taking the time to consider this opportunity. We will be in touch with individuals whose profiles most closely match what's needed to be successful in this role.