

JOB POSTING Receptionist

Strike & Phillips LLP in Bowmanville is a busy law practice in Bowmanville currently looking for an enthusiastic **Receptionist** who possesses a strong ability to multi task to join our team. The successful candidate must enjoy working in a fast paced environment and possess strong customer service skills.

The ideal candidate for this position must have a professional and courteous telephone manner and possess the ability to work independently with minimal supervision. Typing and data entry skills are an asset. The ability to comfortably liaise with staff and the public in a professional and courteous manner will ensure success in this role.

JOB: The candidate will be responsible for providing administrative support to our Client Care Coordinator by answering incoming calls, greeting clients, filing, daily banking (must have valid driver's licence and own your own vehicle), typing correspondence, appointment scheduling, data entry and other duties as required.

Job Qualifications

- A level of education, training, and experience equivalent to post-secondary administrative program is an asset
- A minimum of two (2) years in a professional office in an administrative role preferred
- Exceptional telephone manner and the ability to handle multiple calls with professionalism and in a timely manner
- Excellent interpersonal skills and the ability to deal with the general public
- Ability to multi-task and an exceptional attention to detail
- Ability to work independently with minimal direction, work under pressure and problem solve
- Strong organizational, time management and prioritizing skills
- Knowledge of Microsoft Office and Outlook is an asset
- Ability to operate general office equipment
- Enjoy working in a team environment

If you possess the requisite experience, and are interested in working in Durham Region, please send your resume in complete confidence to:

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