

Letko, Brosseau & Associates Inc.

Receptionist

Letko, Brosseau & Associates is an investment manager with offices in Montreal, Toronto and Calgary. Founded in 1987, the firm has enjoyed strong growth as a result of excellent investment performance, attentive client service and high standards of business ethics.

As a receptionist, you are the first contact with our clients and visitors, you are responsible for maintaining a professional and positive image of the firm and offering a pleasant service.

We are looking for a perfectly bilingual person who will be responsible for the reception and several administrative tasks.

Responsibilities :

- Receive, filter and forward telephone calls;
- Take messages from voicemail, respond to requests and communicate standard information;
- Welcome visitors with courtesy, pay attention to their needs and inform employees concerned of their guests' arrival;
- Manage the availability of meeting rooms and make the appropriate reservations;
- Receive, sort and distribute daily mail and other deliveries;
- Coordinate mailings with courier services (parcels, registered letters, etc.);
- Manage the email inbox of the reception;
- Update internal documents ;
- Act as a point of contact with the building management for all requests related to office space (repairs, lighting, heating, etc.);
- Responsible for access cards (new employees, departures, access problems and visitors);
- Ensure the management of the petty cash;
- Provide administrative support to different departments.

Requirements :

- Diploma in secretarial studies, office administration, or related field, an asset;
- Minimum of 7 years professional experience as a receptionist and/or other similar role;
- Bilingualism required (French and English) both written and spoken;
- Good knowledge of the Office suite and computer skills;
- Knowledge of accounting or finance, an asset.

The ideal candidate:

- Professional presentation, discretion and diplomacy;
- Excellent ability to work with a high-profile clients;
- Autonomous, resourceful and has initiative;
- Strong interpersonal and communication skills.

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Salary and Benefits:

- Very attractive and competitive base salary, plus annual bonus;
- Generous medical, dental and life insurance as well as long-term disability insurance plans as of day one;
- Employer contribution to a deferred profit-sharing plan (DPSP);
- Corporate discount for your membership in a fitness center;
- Our offices are located in downtown Montreal, easily accessible by public transit, and steps away from a great selection of restaurants and shops!

Our mission is to provide a supportive and inclusive environment where all individuals can maximize their full potential.

If you are interested in the challenge, please submit your resume to careers@lba.ca.

We thank all candidates for applying, however only those selected for an interview will be contacted.