



Letko, Brosseau & Associates Inc.

Receptionist

Founded in 1987, Letko, Brosseau & Associates Inc. is an independent investment manager with offices in Montreal, Toronto and Calgary. The firm manages funds for both institutional investors and private clients.

Our aim is to safeguard and responsibly grow the assets that our clients have entrusted to us. We are committed to acting ethically, always serving clients' interests.

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. This role is based in our Montreal office (5 days a week in the office).

Responsibilities:

- Welcome visitors with courtesy, pay attention to their needs and inform employees concerned of their guests' arrival;
- Receive, filter and forward telephone calls;
- Take messages from voicemail, respond to requests and communicate standard information;
- 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;

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- Strong interpersonal and communication skills.

Salary and Benefits:

- Very attractive and competitive base salary, plus annual bonus;
- Generous medical, dental and life insurance as well as short term & 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.