

Receptionist

Full-time, Permanent

Are you an individual who enjoys working with people?

Do you want to be the Face of Sampson McPhee?

Do you want to provide excellent service?

Do you want to work in a role that involves many aspects of administration and legal office work?

If so, then we want to hear from **you!**

We are Hiring!



Typically Monday to Friday

35 Hours a week

Medical and Dental Benefits

Vacation

Company Pension

No Travel Required

Must be Bondable

Sampson McPhee

Working at Sampson McPhee

We offer competitive salaries, a full range of benefits, a technologically advanced environment, and an entrepreneurial spirit within a large, supportive team. Sampson McPhee is an equal-opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection and on-boarding process. Sampson McPhee has opportunities available for highly skilled lawyers and professional staff who are looking to join a dynamic and talented legal team. We offer a rewarding and challenging work environment for exceptional individuals who are committed to delivering outstanding legal services to our clients.

Firm Culture

The lawyers and professional staff at Sampson McPhee work together as a cohesive team to meet the legal needs of our clients. Our firm is more than just a place where people come to work: our lawyers and staff are a “professional family” who have built strong bonds through years of working together.

There is a deep-rooted sense of cooperation and collaboration throughout our firm and people strive to support and respect one another. This family-type atmosphere has allowed Sampson McPhee to attract and promote an outstanding team of lawyers and professional staff for over thirty years, who are committed to long-term careers with the firm. We are always interested in highly-qualified lawyers and professional staff who want to join a strong and well-respected firm. We aim to attract and develop talented and motivated individuals who are genuinely committed to building their careers with our firm and contributing to our clients’ success.

Nature of work

As the receptionist you are first person that our clients interact with when they make contact with our organisation, you will be the face and voice of our company and for this reason you play an extremely important role in the representation of Sampson McPhee.

Job duties

- Listening new clients inquiries and deciding which lawyer is best suited;
- Greet clients and vendors coming into office and direct them to the appropriate contact;
- Filing, faxing, scanning and photocopying;
- Prepare, draft and format letters;
- Handle all incoming and outgoing mail;

- Learn new skills as required;
- Calendar management- schedule meetings and other events;
- Prepare and assist with meeting materials (handouts, pens etc.);
- Operate the telephone system to answer, screen and forward telephone calls, take messages and provide information as required;
- Receive payments, issue receipts;
- Other duties as required:
- Annual Renewals for corporate files;
- Enter postage, photocopying and faxes into PC law.

Requirements:

- No experience required;
- Successful completion of an Administration course is considered an asset;
- Excellent written, verbal communication skills;
- Experience working in a professional services environment is required;
- Experience in customer service in a MUST;
- Understanding of basic business relationships and confidentiality principles is required;
- Strong word processing skills, including Microsoft Office, Excel, and Power Point;
- Experience with Adobe is considered an asset;
- Experience with PC law is considered an asset.

Skills and Abilities:

- Must be reliable;
- Must be a team player;
- Ability to multi-task;
- Problem solving skills
- Client/Customer service skills;
- Excellent attention to detail and superior proofreading skills;
- Excellent problem solving skills;
- Organizational skills;
- Integrity and transparency.

Working Conditions:

- Sitting for long periods of time;
- Working in a fast-paced environment;
- Nearly always working indoors;
- M-F 8:30-5:00pm with an hour lunch
- Tight deadlines.

Annual Salary:

\$30,000

Travel Required:

No.

Remote Work:

Not available.

Benefits:

Medical, Dental, Pension Plan, and Sick Time.

Location:

66 Wentworth Street, Sydney, NS B1P 6T4

Please apply: By sending your cover letter and resume to Human Resources Office Manager, KWells@sampsonmcphee.com

Only those chosen for a first stage phone interview will be contacted.

Application Deadline: February 5th, 2021.

“We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status”.