

Receptionist

Jarislowsky Fraser Limited is a registered portfolio management firm. Founded in 1955 as a research boutique, Jarislowsky Fraser today manages the portfolios of pension funds, foundations, corporations and individuals in Canada, the United States and internationally — representing more than \$35 billion in assets under management. Headquartered in Montreal, we have offices in Toronto, Calgary, Vancouver and New York.

Tasks:

- Ensure reception always has someone to greet people and answer phones
- Cover reception for breaks and lunch
- Close switchboard and lock up reception at 5PM (end of day)
- Picking up, opening, distributing, stamping & delivering mail
- Printing & checking the money market trades
- Responsible for cleanliness/tidiness of reception, boardrooms, mailing room & kitchens
- File closed accounts
- Printing and binding books/reports for client meetings or other staff
- Help administrators when needed
- Any other tasks required by the manager

Requirements:

- Related academic degree, minimum completed high school
- 1-3 years related experience
- Good knowledge of Microsoft suite
- Bilingual (French and English)
- Advanced knowledge of Power Point is an asset

Qualifications:

- Accuracy and attention to details
- Organized, capacity to prioritize
- Excellent communication skills both verbal and written
- Strong interpersonal skills
- Ability to work well within a small team
- Punctual

We welcome all applications and wish to thank all candidates for their interest in applying for this position. However, only individuals selected for interviews will be contacted. Please send your CV and cover letter to kcarriere@iflglobal.com

We are an Equal Opportunity Employer.