

## Receptionist

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We are currently recruiting for a full-time Receptionist in our Edmonton office who has a positive work ethic and attitude, possesses strong customer service skills, and has excellent verbal communication skills. The ideal candidate must enjoy working in a fast-paced environment and is able to maintain professionalism, confidentiality and discretion at all times.

### General Responsibilities

- Operate a busy switchboard
- Greet clients and accept deliveries
- Coordinate meetings which include bookings, room set up and clean up, organizing catering and occasional basic IT set up
- Maintain reception area and boardrooms to ensure they are clean and tidy at all times
- Perform general administrative tasks as required
- Assist Marketing and Human Resources with special projects
- Assist Central Services with couriers, closing files, scanning, etc.

### Education and Experience

- Minimum 1-3 years of experience in a reception role within a professional services environment
- Experience working in a law firm would be an asset
- Proficient knowledge working with computers including Microsoft Office Suite i.e. Outlook, Word, Excel, and PowerPoint as well as knowledge operating phone systems/switchboard

### What you will find at McLennan Ross

- A highly professional environment that is built on a strong culture and spirit of teamwork
- Proven high quality of service and commitment to our clients and each other
- An employer who is committed to equity, diversity and inclusion

## Receptionist Continued

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### **Career Package**

We offer a challenging and progressive work environment together with an excellent salary/benefits package, including three weeks' vacation the first year of employment.

Qualified and talented candidates may submit their resume via email and include a cover letter that demonstrate a strong fit to our requirements to:

McLennan Ross LLP, Human Resources  
600 McLennan Ross Building  
12220 Stony Plain Road NW  
Edmonton, AB T5N 3Y4

E-mail: [Jennifer.bell@mross.com](mailto:Jennifer.bell@mross.com)

### **About McLennan Ross:**

At McLennan Ross, you will find a community of people who are passionate about the work we do and who genuinely value and support one another. While we foster a team approach, we also value the diverse contributions and individuality of all our members.

With a shared commitment to excellence, we make a national impact through our work with clients across Canada. Our lawyers have been involved in numerous landmark cases, at all levels of the Canadian judicial system, including the Supreme Court of Canada. Many of our cases have profoundly affected the legal framework in which many businesses operate today.

Our open-door policy means you will benefit from a strong support base. It is our deep-seated belief that through continuous collaboration, we are not only providing our clients with the best possible service, we are cultivating an environment where everyone has the opportunity to learn and grow.

As a firm, we are defined by our values. They drive us. They inspire us. They inform everything we do.

## Receptionist Continued

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### **Our Values:**

#### 1. Unrivaled Client Focus

Our client experience is second to none. We strive for excellence in Law and are always looking for creative, practical solutions to get the best results for our clients and the firm.

#### 2. Passionate and driven

We're all in! We are passionate about the work we do and are driven by results.

#### 3. Genuine and approachable

We are unpretentious and no one calls us stuffy. We welcome diversity and know that we are better together.

#### 4. Make a difference

We care about our clients, our community and each other and we want to make a difference in the lives of those around us.

Visit us online at [mross.com](http://mross.com)