



KBH CHARTERED PROFESSIONAL ACCOUNTANTS is a leading Alberta-based Accounting and Advisory firm. KBH offers a full range of services designed to meet the financial and consulting needs of our client's owner-managed businesses. We have been in business valuing team growth & development, our clients and our communities for over 39 years.

We are currently looking for a permanent full time **Receptionist** for our Edmonton office. The successful incumbent must have a positive and friendly demeanor with a pleasant telephone manner. You will be working within a small Administrative team where you must be willing to take initiative and assist others where necessary. The successful incumbent must be willing to demonstrate professionalism, along with exceptional client service and relationship building skills.

Responsibilities for this role include:

- Greeting internal/external clients and visitors in a respectful and professional manner
- Answering 7 phone lines and managing a call volume of 40 to 100 calls per day
- Responding to initial client inquiries and directing calls to the partners and staff
- Setting up internal and external client meetings and ordering lunches when necessary
- Distributing incoming and outgoing mail
- Corresponding with couriers and handling incoming and outgoing packages
- Ordering and maintaining office supplies
- Maintaining the cleanliness and tidiness of the common areas and boardrooms
- Typing of letters, labels and general office correspondence
- Administrative duties to assist with coverage during busy periods and vacations
- Printing and assembly of tax returns, T4 slips and any related correspondence
- Other related reception and administrative duties as required

The successful candidate must have:

- 1 to 2 years of reception experience in a professional office environment
- Exceptional client service and relationship building/maintenance skills are a must
- Pleasant and professional telephone manner
- Proficiency in MS Office 2010 (Outlook, Word and Excel)
- Ability to prioritize and multi-task in a fast paced and ever-changing environment
- Extraordinary organizational and time management skills
- Strong written and oral communication skills
- Excellent attention to detail
- Willingness and flexibility to work overtime from February 1st to April 30th annually
- A post-secondary Office Administration diploma/certificate would be an asset

Looking for the Right Fit? Then start with the Right Firm. KBH offers a challenging and rewarding experience, excellent compensation & benefits, Fridays off in the summer and much more. If you are interested in our firm and this position, please email your cover letter, resume and salary expectations to Human Resources at hr@kbh.ca. Applications will be accepted until a suitable candidate is found.

Also, please visit our website at www.kbh.ca. No phone calls please. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.