



***Canada's National Specialty Insurance Firm***

Dolden Wallace Folick LLP was created with the sole objective of providing legal services exclusively to the insurance industry. Our firm is an industry leader in terms of expertise and experience. We defend insureds under property, liability, and a wide variety of specialty insurance lines. We also provide coverage and underwriting advice to national and international insurers, and pursue subrogated claims on their behalf. Dolden Wallace Folick LLP has repeatedly been recognized as one of the top Insurance Defence firms in Canada, with offices in Vancouver, Kelowna, Calgary, Toronto and Guelph.

We offer a fun, dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results. If you are interested in making your mark and contributing to the overall success of our team, this is a perfect time to apply.

Our firm continues to grow, so we are searching for a **Reception Coordinator** to join our **Vancouver** team.

**The ideal candidate will have:**

- Exceptional administrative skills with a high attention to detail
- Strong organizational and time management skills
- The ability to exercise sound judgement, discretion and maintain confidentiality
- The capability to be an energetic self-starter who initiates and anticipates needs
- A passion for providing superior service to both internal and external stakeholders
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The knack to remain calm under pressure
- Strong communication skills both written and verbal
- A great attitude with the willingness to learn on the job in a fast-paced environment
- The ability to work both independently and within a team
- The aptitude to present himself/herself in a professional manner
- The ability to work Monday to Friday, 35 hours per week in the office

**Responsibilities will include (but are not limited to):**

- Be the face of the firm greeting clients, visitors and vendors alike
- Answering and directing phone calls
- Processing daily mail, including registered mail
- Coordinating couriers
- Processing copying, scanning, printing and binding requests
- Managing security cards
- Assist with onboarding and orientation of new hires
- Scheduling and booking boardroom meetings

- Ordering catering and providing hosting assistance for client meetings and team events
- Maintain the tidiness of the kitchen and reception area
- Library and publication updates
- Provide administrative assistance to the Partners when needed
- Assisting with marketing projects and presentations
- Member of the Health, Fire and Safety Committee
- Assisting with other projects as assigned
- Provide Office Services Coordinator Coverage when needed

**Qualifications:**

- 2-4 years experience working in a fast paced hospitality and/or customer service environment
- 2-4 years experience working in an administrative or similar role
- Experience working in a law firm is considered an asset
- Advanced proficiency in Microsoft Office

**We offer a competitive compensation and benefits package which includes:**

- Firm paid extended health, dental, AD&D benefits
- Life & Disability insurance
- Paid sick and personal days
- Employee Assistance Program
- RRSP matching program
- Fitness benefit

**The firm also offers:**

- Professional Development & Continuing Education
- A work life balance
- The opportunity to grow your career
- Firm Social events
- Employment service awards

Dolden Wallace Folick LLP is committed to encouraging diversity, equity, and inclusion in all aspects of our work and for each partner, employee and client to feel included and respected. We believe that embracing each of our different and unique lived experiences based on factors such as cultural and racial backgrounds, citizenship, religion, creed, sex, gender identity and gender expression, sexual orientation, age, marital and family status, and ability and disability brings incredible benefit to our firm and to our clients.

To join our team, please send your resume and cover letter to Heather Walker CPHR, Director of HR & Operations. [careers@dolden.com](mailto:careers@dolden.com)

We thank all applicants for their interest in our firm, however, only those persons selected for an interview will be contacted. *No phone calls please.*