

Position: Authentications and Administration

Type: Full-time (37.5 hours/week)

The Society of Notaries Public of British Columbia is looking for a candidate that can manage our front desk area and perform a variety of administrative tasks.

Responsibilities:

- Assist in the preparation of legal documents for authentication with the Ministry of the Attorney General
- Welcome and assist visitors to the office
- Answer, screen and direct incoming phone calls as appropriate
- Ensure tidiness of reception and kitchen areas
- Sort and distribute incoming mail and deliveries
- Arrange couriers and outgoing mail
- Process payments at the front desk when required
- Monitor office supply levels and reorder as appropriate
- Perform clerical duties such as filing, photocopying and faxing
- Perform other duties as required

Desired skills, attributes and qualifications:

- Proven work experience as a receptionist or similar role
- Friendly and service oriented
- Dependable and trustworthy
- Proficiency with MS Office and database software
- High degree of professionalism in attitude and appearance
- Takes ownership of work and can effectively prioritize multiple tasks
- Strong verbal and written communication skills
- High school degree
- Fluent in English, written and verbal

Nice-to-haves:

- Post-secondary education and/or additional related education
- Experience in the legal industry
- A second language

Remuneration:

- Commensurate with qualifications and experience
- Generous extended health plan after 3 months
- Onsite gym & bike lockers

The ideal candidate will have the ability to work with minimal supervision as well as have a high degree of initiative and self motivation. Candidate must be able to deal effectively with the public and work well under pressure while producing high quality work.

The position is a full-time position from Monday to Friday, 830am to 430pm located in the Financial District of Vancouver.

Please email your cover letter and resume to careers@snpbc.ca

*** We thank all applicants for their interest however only those under consideration will be contacted.*