



RECEPTIONIST GLJ

AccessHR is pleased to partner with our client, GLJ, in the recruitment of a full-time Receptionist.

ABOUT GLJ

At GLJ, our people are our greatest resource, and we hire some of the brightest problem solvers in the world. For over 50 years we have provided best-in-class reservoir engineering, geoscience, advisory, and evaluation services for the energy industry.

At GLJ, we live our values of innovation, ownership, collaboration, fun, and excellence. We recognize, respect, and celebrate the diversity of our team and community, and continually strive to provide a healthy, inclusive workplace that fosters professional growth for our team members.

CAREERS

We look for individuals that share our values and are excited to learn, no matter what stage of their career they are in. Our Receptionist role offers the opportunity to join a rapidly evolving company delivering industry-leading solutions in a dynamic and fast-growing sector.

ABOUT THE ROLE

The Receptionist at GLJ is a key member of the administrative team, reports into the Manager of Office Administration, and brings both customer service and administrative skills. They are often the first line of communication for all stakeholders. As such, GLJ is looking for a professional, friendly, and collaborative team member with a “can do” demeanor.

WHAT YOU WILL DO

Office Reception

- Greet and welcome visitors; direct to appropriate individual or boardroom
- Answer, screen, and forward incoming phone calls
- Ensure boardrooms are ready for meetings; order catering as needed
- Monitor GLJ inbox and forward emails to appropriate team member

Computer Work

- Maintain and update internal contact lists
- Save/file database change requests on company drives
- Manage meeting room availability for four boardrooms using Microsoft Outlook

Additional Duties

- Prepare and send outgoing mail and packages; receive incoming mail and packages; maintain postage machine
- Assist accounting team with coordinating events, alphabetizing invoices, and creating new files
- Place service requests through building maintenance system

- Maintain cleanliness of reception, boardroom, and kitchen throughout day; unload and load dishwasher at the beginning and end of each day
- Other tasks as assigned

QUALIFICATIONS

The successful candidate will be invested in the work. This will show up as dedicated, organized, quality-focused, and deadline-driven.

- Intermediate to advanced level skills in MS Office including Word, Excel, Outlook, PowerPoint, and Teams
- Data entry experience in accounting software and Excel; accuracy extremely important
- Absolute discretion and confidentiality
- Clear communication skills
- Collaborative nature; willing to jump in and help out in any situation

EDUCATION AND EXPERIENCE

- Post secondary education in a related discipline or equivalent work experience
- 5+ years' experience working as a receptionist or administrative assistant in a professional office environment
- Exposure to the petroleum industry considered an asset

WHAT WE OFFER

- Professional and spacious office environment on 19th floor of Gulf Canada Square
- 35-hour work week with regular hours; 8:00 am - noon & 1:00 pm - 4:30 pm; office is closed noon - 1:00 pm
- Competitive salary and annual reviews
- Annual bonus based on individual and company performance
- Generous vacation plan including holiday season closure
- Comprehensive benefits plan including 100% Health & Dental, Employee & Family Assistance Program, Health & Wealth Care Spending Account, and gym membership cost-sharing
- Lived values created by employees
- Privately-owned, nimble, agile, forward-focused organization

POSITION REQUIREMENTS

- This is an in-person role with no opportunity to work from home on a regular basis

APPLY

This is a great opportunity to join an energetic and dedicated team! Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. Please indicate "Receptionist" in the subject line of your email. **The position posting will close at 6:00pm on April 10th, 2023.**

All applicants will receive a response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as GLJ is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, or religion.