



Job Description

Job Title:	Office Assistant / Receptionist
Department:	Business Operations
Location:	Toronto
Reporting to:	Senior Director, Legal and Business Operations
# Direct Reports:	0

Position Scope:

Located in Toronto, and reporting to the Senior Director, Legal and Business Operations, Toronto, this position serves as the first point of contact for clients and visitors, ensuring a welcoming atmosphere while providing essential administrative support. This role requires excellent communication skills, attention to detail, and the ability to multitask effectively in a fast-paced environment.

Key Responsibilities:

- Greet and welcome visitors, clients, and employees with professionalism and courtesy.
- Answer and direct phone calls, take messages, and provide information as needed.
- Manage the reception area, meeting rooms, storage rooms, and kitchens ensuring all are tidy and well-organized.
- Execute daily opening/closing procedures including restocking of refrigerators, water, printer stations.
- Assist with office operations, including supply/merchandise inventory, office maintenance, and vendor relationships.
- Manage office duties policies and procedures manual.
- Support local social committee events by coordinating catering, managing the calendar, and overseeing set-up and take-down activities.
- Schedule and coordinate appointments, meetings, and conference rooms.
- Assist with administrative tasks, including filing, data entry, and document preparation.
- Assist with budget management, financial reporting and vendor invoice management for office expenses.
- Handle incoming and outgoing mail and packages.
- Point of contact for security matters and unit floor warden.
- Maintain office supplies inventory and place orders when necessary.
- Support team members with various tasks as required.

Qualifications, Experience and Skills:

- Diploma or Degree in related discipline (or experiential equivalent)
- 2+ years' proven experience as a receptionist or in a similar administrative role.
- Proficient in MS Office Suite (Word, Excel, Outlook).
- Strong verbal and written communication skills.
- Excellent organizational and multitasking abilities.
- Ability to handle sensitive information with confidentiality.
- Strong problem-solving skills with a proactive approach to identifying challenges.
- Friendly and approachable demeanor.
- Proven ability to learn new software applications rapidly and effectively.

Behavioural Identifiers:

- Dedication to great service and “positive management of first impressions”
- Strong sense of professionalism and decorum
- Effective verbal/written communication skills
- Curious
- Supportive
- Positive teamwork character
- Flexible and adaptable to change
- Accountable
- Organized & detail-oriented
- Proactive rather than reactive
- High level of calm & confidence
- Anticipative
- Strong determination to “get the job done”
- Decisive
- Able to maintain confidentiality
- High level of integrity
- Problem-solver
- Continuous learner

Salary Range:

- \$50,000 – \$55,000

The successful candidate will need to agree to a complete background check

Please send your resume to careers@anthemeentertainment.com

We thank all respondents for their interest and will contact only those whose skills and backgrounds closely meet the criteria

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