



Oyen Wiggs, an intellectual property boutique firm in downtown Vancouver, has an exciting position available for an experienced **Receptionist** to join a team known for providing outstanding client service internally and externally.

The position is full-time, Mondays to Fridays; hours 9:00 am to 5:00 pm. We are seeking a candidate who is able to create a professional first impression to clients and visitors, both in person and on the telephone. The Receptionist will be responsible for answering and routing calls; greeting clients and visitors; record and distribute incoming correspondence and mail; boardroom bookings and meeting room administration, including coordination of catering and IT equipment needs; coordination of courier deliveries and communicating maintenance issue to building management.

We are seeking candidates who can work in a fast paced environment and enjoy showcasing their ability to multitask and prioritize. The ideal candidate will bring with them customer service experience and is a motivated self starter able to work independently in a multi priority environment. Accuracy, attention to detail, quick learner, effective management and strong organizational skills are key to being successful in this role. You are extremely well-organized, good with details and follow-thorough, excellent with people and are able to effortlessly adapt to changing priorities.

You will also have the following: a positive team oriented attitude, solid PC skills including Windows, MS Office, excellent communication and interpersonal skills. Diplomacy and discretion are key qualities for this position.

We thank you for your interest in this position, however, only selected candidates whose background best match our requirements will be contacted. All resumes are retained and treated in confidence.