

Hospitality/Office Services Assistant

Alexander Holburn Beaudin + Lang LLP is a leading national firm dedicated to providing a full range of business, litigation and dispute resolution services to clients throughout Canada and abroad. We proudly manage a large firm practice, while maintaining the close relationships and culture of a smaller firm.

We are currently seeking a Hospitality/Office Services Assistant to join our Office Services and Facilities team. This role requires working in our office 5 days a week between 9:00 am and 5:00 pm. Our professional firm offers our employees great work-life balance, staff recognition, staff events and an excellent benefits package together with a competitive salary. We are conveniently located in the Toronto-Dominion Tower of Pacific Centre.

Responsibilities:

- Using boardroom booking software, books meeting rooms and ensures all catering requirements are captured.
- Assists with coordination of all aspects of catering including initial order placement, menu review and prompt delivery prior to scheduled meeting.
- Ensuring client service areas are setup for meetings and events.
- Daily stocking of supplies in satellite coffee stations, and boardrooms, daily maintenance of coffee machines.
- Maintaining kitchens cleanliness on all floors including such as coffee machines, refrigerators, dishwashers, microwaves, etc.
- Assisting with general cleaning as required.
- Providing assistance and coverage for other members of the Offices Services Department as needed.
- Printing/scanning/photocopying.
- Manages incoming and outgoing mail and couriers.
- Other administrative responsibilities as requested.

Qualifications:

- High school diploma or equivalent.
- Minimum of one (1) year of related hospitality experience.
- A friendly and professional demeanor with outstanding customer service skills.
- Proficient understanding of technology including MS Office, Excel, Power PDF.
- Ability to work independently and as part of a team interacting with all levels of the firm.
- The ability to multitask in a fast-paced environment.
- Proven ability to provide outstanding client service to both external and internal clients.
- Ability to effectively communicate both verbally and in writing.

Salary:

AHBL offers a competitive salary and benefits package including health and dental plan, an Employee Assistance Program (EAP) and a matching RRSP Program after 2 years of employment with the firm.

Diversity + Inclusion:

We value diversity and inclusion at our firm. Our commitment to developing a culture of inclusion for all employees that respects individual strengths, views, and experiences, includes attracting and hiring a workforce that broadly reflects our larger community. All job applicants, employees, and partners, regardless of age, culture, ethnicity, gender, nationality, physical ability, race, religious belief, and sexual orientation, are welcome here.

We would like to thank all applicants; however, only successful candidates will be contacted. Please submit resumes to hinfo@ahbl.ca.