



**Henriquez Partners Architects**

598 W Georgia Street  
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**Receptionist**

April 30<sup>th</sup>, 2018

**LOOKING FOR A TALENTED INDIVIDUAL TO JOIN OUR TEAM**

Henriquez Partners Architects is a well established, values driven and design focused firm with a diverse portfolio of projects and a collaborative team of over 70 architects plus support staff. Based in Vancouver, Canada, we are dedicated to making meaningful contributions to communities by creating sustainable, conceptually unique, memorable buildings of lasting quality

**RECEPTIONIST**

We have an immediate opening for a Receptionist to join our team. This position is the “face” of HPA and the first person that all guests interact with upon arrival to our offices. The position reports to the Office & HR Administrator and is responsible for reception and day to day office administration. The ideal candidate will have exceptional customer service and organization skills, have high initiative and thrive in a fast-paced environment.

General Responsibilities include, but are not limited to:

- Greeting guests and phone calls
- Managing meetings in multiple boardrooms including computer and conference system set up
- Manage Mail/Courier/Messages
- Maintain Office Supplies and Cleanliness
- General Office Administration

**REQUIRED SKILLS / EXPERIENCE:**

- Post-Secondary education; ideally a University Degree
- Previous office experience in a similar role
- Excellent customer service skills
- The ability to multi-task, be proactive, and be organized
- Personable and Friendly
- A great attitude and outlook to join our team
- Interest in design and architecture an asset
- Excellent oral and written skills

This is a full-time, permanent position. We offer a competitive starting salary and benefits package.

Please submit cover letter and resume to:

Carmen Wong  
reception@henriquezpartners.com

*Thank you in advance for your response, however only those chosen for interviews will be contacted. No phone calls please.*