



Administrative Receptionist (Full Time)

Location: Belleville ON • Category: Full Time

Welch LLP is a leading full-service public accounting firm with a rich and tenured history. Established in Ottawa 100 years ago, Welch has evolved from a single office to become the largest locally-owned and operated firm in the region, with 12 offices and over 200 people across Ontario and Western Quebec. Welch LLP ranks as the 14th largest accounting firm in Canada.

This growth didn't come by accident, nor should it come as a surprise... with a full suite of professional services, ranging from traditional assurance to expert business advisory, our clients respect and value the firm's expertise and commitment to exceptional service. Welch's clientele is as varied as the economic landscape, ranging from start-ups to large, multi-divisional privately-held companies, not-for-profit organizations and public sector entities.

Welch LLP is currently looking for an **Administrative Receptionist** for our Belleville office. Belleville is part of the Welch LLP – Quinte Region Practice. The successful candidate will have an opportunity to work with great people and great clients, in an environment that values and fosters respect, personal and professional development, and a healthy work-life balance.

As an **Administrative Receptionist** within the Belleville office, you will take a hands-on role in all aspects of administration. You will work closely with all members of the team including senior staff accountants, partners and external clients. You will deliver outstanding customer service and provide an experience that delights our customers. You will have an opportunity to work in an environment that builds on the strengths of every employee and promotes their professional and personal development.

Responsibilities

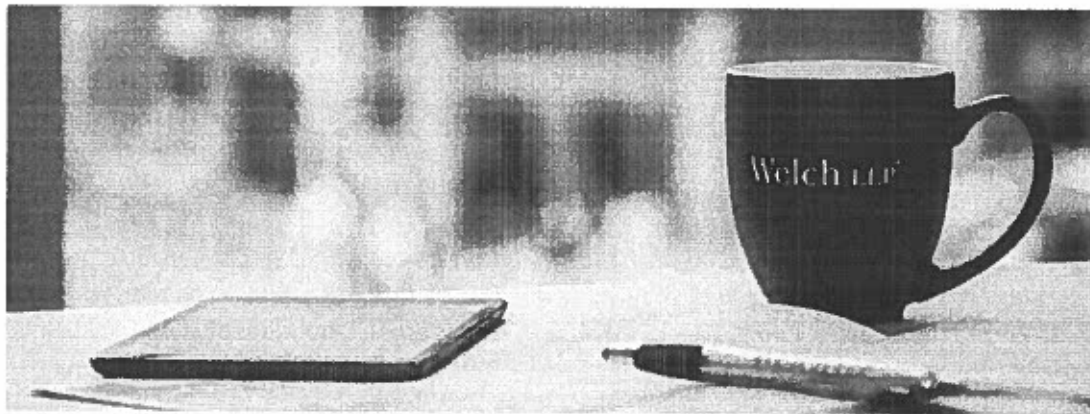
- 1) Reception - The Receptionist is the first point of contact for our clients.
 - a) Greeting clients at the main desk or over the phone and answering questions

- 2) Administration
 - a) Handle daily mail and couriers;
 - b) Process client payments of cash, cheque or POS; faxing; filing; updating and maintaining details, and tracking lists;
 - c) Accurately and timely responses to partner, staff and outside requests;
 - d) Typing as required; arranging lunches;
 - e) Processing T1's (personal tax returns) and other government filings; etc.

- 3) Other tasks and procedures as required on an ongoing basis

Qualifications

- Experience delivering outstanding service as a receptionist and representing the Firm as the first point of contact with clients
- Possesses excellent communication skills
- Demonstrates a strong customer service focus
- Demonstrates organization skills and attention to detail
- Ability to follow directions, instructions/procedures efficiently and accurately
- Ability to work under pressure
- Ability to multitask and meet deadlines
- Demonstrates strong teaming skills and experience reporting to multiple people
- Excellent computer skills including Microsoft Office suite
- Ability to work with numbers; demonstrates accuracy
- Some accounting or bookkeeping experience would be an asset
- Ability to work overtime during tax busy season



If you are interested in this opportunity with a growing, flexible and dynamic organization, please apply by sending your cover letter and resume, to careers@welch.on.ca with subject line **"Administrative Receptionist"**

Welch LLP welcomes and encourages applications from people with disabilities. If you require accommodation during any stage of the recruitment process, please indicate this in your application.

We thank all applicants for their interest but only those selected for an interview will be contacted.

No agencies, please.

Visit the Welch LLP website to learn more about the firm: www.welchllp.com

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