

Dolden Wallace Folick LLP was created with the sole objective of providing legal services exclusively to the insurance industry. Our firm is an industry leader in terms of expertise and experience. We defend insureds under property, liability, and a wide variety of specialty insurance lines. We also provide coverage and underwriting advice to national and international insurers, and pursue subrogated claims on their behalf. Dolden Wallace Folick LLP has repeatedly been recognized as one of the top Insurance Defence firms in Canada, with offices in Vancouver, Kelowna, Toronto and Calgary.

We offer a fun, dynamic and challenging work environment that provides you with the opportunity to make decisions and influence results. If you are interested in making your mark and contributing to the overall success of a team, this is a perfect time to apply.

We are currently searching for a **Receptionist** to join our **Calgary Office**.

This is an exceptional opportunity for a junior legal assistant looking to gain experience in a law firm and grow their career.

The ideal candidate will have:

- Exceptional attention to detail and is adept at setting priorities
- Strong organizational and time management skills
- The capability to be an energetic self-starter who initiates and anticipates needs
- A passion for providing superior customer service to both internal and external stakeholders
- The ability to creatively solve problems, make decisions, facilitate and manage deadlines
- The knack to remain calm under pressure
- Strong communication skills both written and verbal
- A great attitude with the willingness to learn
- The ability to work both independently and within a team
- The aptitude to present himself/herself in a professional manner
- The availability to work full-time Monday to Friday, 35 hours per week.

Responsibilities will include (but not limited to):

- Answering phones and greeting clients
- Daily mail pick up
- Processing out going mail and Legal Alt
- Processing copying, scanning, printing and binding requests
- Managing and ordering office supplies
- Preparing work stations for new hires
- Providing hosting assistance for client meetings and team events
- Maintain the tidiness of the kitchens and reception area
- Closing files and preparing them for off-site storage and retrieval
- Library and publication updates
- Assisting with marketing projects and presentations
- Assist Legal Assistants with court filings, process serving, court services, corporate searches
- Assisting with other projects as assigned

Qualifications:

- 1-2 years working in a fast paced customer service environment
- Experience working in a law firm is considered an asset
- Knowledge of general office procedures
- Intermediate knowledge of MS Office applications – Word, Outlook, Excel and Power Point

We offer:

- A competitive salary and benefit package
- RRSP matching program
- Professional development & continuing education
- Work life balance
- Personal days
- Firm social events
- Long term service awards
- Casual Fridays

Please submit your cover letter and resume to:

Heather Walker CPHR
careers@dolden.com

Qualified candidates will be contacted. No phone inquiries please