

Receptionist

DHX Media (Vancouver) Ltd. is an award-winning animation studio based in Vancouver BC, which has produced over 300 half hours of original children's shows. We are also proud to employ a team of more than 200 of Canada's top artists, writers and producers.

Our **Receptionist** is the face of DHX Media and is responsible for providing a great first impression and administrative support to clients, visitors and our employees. We are looking for a welcoming, confident and energetic personality with a can-do attitude!

This position will be ideal for a well-organized, flexible individual who thrives in a creative and fast-paced environment. Exceptional written and verbal communication skills and the ability to take initiative are equally important.

Responsibilities include the following:

- Answering incoming calls in a timely and professional manner on a multi-line system;
- Greeting clients and visitors, and informing the appropriate party of their arrival;
- Handling incoming and outgoing mail, and providing assistance with couriers;
- Updating internal telephone/contact lists and our employee database;
- Organization and maintenance of office supplies;
- Managing the scheduling of our boardrooms, lounge and gym;
- Advising Studio Manager of all maintenance requests or repairs;
- Supporting the Studio Manager with special events and projects;
- Providing administrative support to corporate and senior production staff when requested.

Qualifications:

- Previous office administration or customer service experience;
- Outgoing and approachable with excellent interpersonal skills;
- Excellent organizational skills and attention to detail, with the ability to multi-task, set priorities and achieve results;
- Effective and professional communication skills, both verbal and written;
- Fluent in MS Word, Outlook and Adobe Illustrator (Excel, Photoshop and PowerPoint an asset);
- Creative, with the ability to adapt to multiple demands and problem-solve;
- Self-motivated with demonstrated initiative;
- Discretion in handling confidential matters and employee information;
- Experience in the film, television or animation industry an asset.

Please send your cover letter, resume and salary expectations to:

Human Resources at recruiting@dhxmedia.com

We appreciate your interest; however only those applicants selected to proceed in the recruitment process will be contacted.