

HOSPITALITY CLERK

Alexander Holburn Beaudin + Lang LLP is a leading law 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 an enthusiastic, hardworking Hospitality Clerk to work full-time alongside our Office Services team. Candidates must be able to work well both independently and within a team environment. Candidates will need to provide excellent customer service and are responsible for taking care of all client meetings, events, and hospitality tasks, as needed. Regular work hours for this role are Monday to Friday from 7:30 AM - 3:30 PM.

Responsibilities:

- Provide exceptional customer service.
- Setup for client meetings as specified.
- Liaising with vendors and caterers.
- Perform walk through of all floors to inspect and ensure all client meeting rooms and kitchens are clean and stocked with supplies.
- Assist with coordination of all aspects of catering including initial order placement, menu review, and prompt delivery prior to scheduled meeting.
- Utilize various software and event planning programs to meet tasks.
- Assist with general cleaning as required.
- Other administrative responsibilities as requested.

Qualifications:

- High school diploma or equivalent.
- Minimum of 1+ year previous hospitality experience is an asset.
- A friendly and professional demeanour 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.
- Detail oriented and organized.
- Excellent interpersonal and communication skills.
- Ability to multitask in a fast-paced environment.

Compensation:

AHBL offers competitive pay ranging from \$44,000 to \$52,000. We also offer a variety of benefits, including:

- Health and Dental plan, an Employee Assistance Program (EAP), and a matching RRSP Program after one year of employment with the firm.
- Paid Time Off: vacation time starts at 3 weeks, personal days, sick time, and a volunteer day every year.
- Lifestyle Benefit: fitness reimbursement for memberships and gym equipment.

- Education Reimbursement: we are committed to continued growth and development, and our educational reimbursement policy provides an opportunity for our staff to expand their skills and knowledge.
- Fun Environment: annual year-end party, happy hours, staff appreciation week, and many other social events.

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.