

Receptionist / Office Clerk

Full-Time · Downtown Calgary, AB

Dunphy Best Blocksom LLP is seeking a professional, organized, and customer-focused **Receptionist / Office Clerk** to join our team.

As the first point of contact for our firm, you will play a key role in creating a positive experience for clients, visitors, counsel, and business partners. This position is ideal for someone who enjoys working with people, thrives in a fast-paced professional environment, and takes pride in delivering exceptional service while supporting the daily operations of the firm.

KEY RESPONSIBILITIES:

- Greet clients, visitors, and external contacts in a professional and welcoming manner.
- Answer, screen, and direct incoming telephone calls and emails.
- Manage a busy reception area and maintain a professional front-office presence.
- Coordinate meeting room bookings and ensure meeting spaces are prepared and well maintained.
- Notify lawyers and staff of arriving clients and visitors.
- Manage incoming and outgoing mail, courier deliveries, and packages.
- Track and log deliveries and coordinate courier requests.
- Maintain accurate records, messages, and correspondence.
- Assist with scanning, filing, data entry, photocopying, and document preparation.
- Monitor and maintain reception and office supplies.
- Provide clerical and administrative support to lawyers, legal assistants, and administrative staff as required.

QUALIFICATIONS

- High school diploma required; post-secondary education in office administration is an asset.
- Minimum 3 years of reception, customer service, or administrative experience preferred.
- Experience in a professional services environment, particularly a law firm, is an asset.
- Excellent verbal and written communication skills, enabling effective interaction with clients, colleagues, and opposing counsel.
- Exceptional customer service skills.
- Professional telephone etiquette and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities while maintaining accuracy.
- Proven ability to maintain confidentiality and exercise discretion.
- Strong proficiency with Microsoft Outlook, Word, and Excel.

- Experience with document management systems is an asset; NetDocuments preferred.
- Dependable, adaptable, and team oriented.

WHY DUNPHY BEST BLOCKSOM

Dunphy Best Blocksom LLP is a well-established and respected full-service law firm that has served Calgary for over 45 years. As a recognized leader in Alberta's legal community, we offer innovative, pragmatic legal services to individuals, families, and businesses of all sizes from our office in downtown. Through the collaboration of its team members and its contemporary approach to the law, DBB Law provides comprehensive, multi-disciplinary solutions that continually surpass client expectations.

- This collaborative and supportive work environment values professional growth and development.
- Competitive compensation package including group benefits, a Health Spending Account, and salary commensurate with experience and skills.

Ready to Apply?

Submit your CV and cover letter in confidence to hiring@dbblaw.com.

Please include **"Receptionist / Office Clerk"** in the subject line.