

At Galbraith Family Law (GFL), it is more than the law... we are passionate about helping people and making a difference in the lives of others. We are an established family law firm with offices in Barrie, Newmarket, and Toronto. With the current situation with Covid-19 we are conducting most of our operations remotely, while continuing to provide a high-level of service to clients throughout Simcoe County, Muskoka, York Region, the GTA and beyond.

Are you an experienced Receptionist looking for a new team to work with where you feel valued and where your skills are valued as well? If so, then we would like to meet you as we are presently recruiting for a **full-time Receptionist at our Barrie office.**

Our Receptionist is the face and voice of the law firm to the world, so it is very important to our success. We truly value our Receptionist.

Our ideal candidate will have a minimum of two years Reception experience, preferably in the legal field, along with a combination of the below experience and personal traits:

- Answering and redirecting a high volume of calls using a multi-line VoIP phone system;
- Greeting and interacting with clients and visitors (although people attending in-person is very limited due to Covid, under normal circumstances, our office is high traffic);
- Processing incoming and outgoing materials via courier, regular mail, and Xpresspost;
- Maintaining and ordering of office supplies;
- Following up via phone to confirm scheduled consultations and to obtain missing consultation forms, through to utilizing established processes for processing of completed forms;
- Preparing professional and concise written communications using Microsoft Outlook and Microsoft Word;
- A positive attitude and a willingness to embrace and learn new technology;
- Ability to adapt to whatever the day brings, multitask and be there to support all firm members working in-office and remotely. Our Barrie Reception desk is the hub of our entire operation!

At GFL, **we have a culture of excellent client service.** We go above and beyond expectations in how we help our clients achieve their goals, and we are seeking only people who share the same commitment to quality client service.

We have a culture of respect. We treat others the way that we would want to be treated. This includes our clients, the other side, the other lawyer and their firm, experts, witnesses and everyone within our GFL team. This means many things; including responding to communications in a timely manner, serving with integrity, compassion and understanding, and just being honest with our clients.

We have a culture of learning. We are committed to learning how to be efficient and effective in everything we do. We always strive to do better in everything we do every day: This means adopting the latest technologies and establishing processes to be more efficient.

We value family, community and friendships. We work to maintain a reasonable balance between our work and personal lives.

We are committed to supporting our community through our numerous charitable endeavors. We believe that our business is bigger than just practising law. We want to help others in need.

Does what GFL stands for sound appealing to you? Do you feel you have the experience, skillset and personal traits that would make you our next great team member?

If you are interested in applying to join GFL, please the following three items via email, to Janine Lee, at Janine@GalbraithFamilyLaw.com:

- 1) Cover Letter;
- 2) Resume;
- 3) A short video, one minute or less, introducing yourself and letting us know why you want to join GFL.

GFL values diversity. *We are an equal opportunity employer and consider applicants for all positions without regard to race, colour, creed, religion, ancestry, national origin, age, gender identity, sex, marital status, sexual orientation, physical or mental disability, use of a guide dog or service animal, military/veteran status, citizenship status, basis of genetic information, or any other group protected by law. People with disabilities who need a reasonable accommodation to apply or compete for a position at GFL, may request such accommodation(s) by sending an email to Janine@GalbraithFamilyLaw.com.*