



Position: Front Desk Administrator

Location: Head Office, Toronto, ON

Status: Permanent Full Time

About Gillam

Gillam is a progressive construction company established with a mission to raise the bar in the planning, management, and delivery of construction projects. With offices in Toronto and Kitchener and work throughout southern Ontario, we specialize in medium to large-sized projects in the ICI and residential sectors, delivered through collaborative approaches. Our goal is to provide high-quality, customer-oriented construction services through transparency, teamwork, and trust, resulting in successful projects and long-term business partners. Gillam is also a leader in Integrated Project Delivery / Lean Construction.

About the Role

We are seeking a proactive and detail-oriented In-House Legal Counsel to join our construction team. The ideal candidate will possess the ability to prioritize multiple tasks effectively while delivering high-quality work under tight deadlines. You will maintain up-to-date knowledge of industry standards, best practices and relevant legislation that impacts our operations. The successful candidate is a talented individual able to manage a swath of recurring matters including drafting of construction contracts, negotiation and contract management as well as to provide legal advice and risk assessments across a broad range of matters related to contracts and construction law. This position requires an entrepreneurial attitude, a keen attention to detail, some tech savvy, responsiveness, diligence, an interest in construction law, an openness to learn and be attentive to client needs.

Key Responsibilities:

- Warmly welcome visitors with professionalism and courtesy, assess the nature of their visit and direct them to the appropriate personnel
- Manage the reception desk during office hours (8:00AM – 5:00PM) handling incoming calls, transferring them as necessary, announcing visitors, and taking accurate messages and offering guests refreshments
- Provide assistance with customer inquiries, handling basic questions and directing customers to appropriate department
- Ensure all voicemail messages from the main office line are promptly taken and forwarded to the appropriate staff members
- Maintain a clean, organized and welcoming reception area and office space
- Maintain kitchen, boardroom and office inventory and cleanliness
- Receive, sort and distribute incoming mail, including arranging and coordinating courier services as required
- Accept deliveries, sign for packages and notify the staff member upon their arrival
- Regularly monitor and manage emails sent to reception@gillamgroup.com
- Keep an accurate record of outgoing cheques by maintaining the cheque log
- Oversee the scheduling and upkeep of boardroom facilities, including managing the boardroom calendar
- Provide administrative support across departments, including management, accounting, marketing and operations, as needed

- Assist with organizing and supporting office events, celebrations and other internal activities. Including ordering lunches, when requested
- Collaborate with administrative staff on event planning and coordination
- Monitor and manage the Careers email inbox for recruitment and staffing inquiries
- Take responsibility for ordering and maintaining office supplies, ensuring proper levels are maintained and restocked, as needed
- Maintain an inventory log for office equipment and supplies, ensuring proper levels are maintained and restocked when needed
- Assist with minor marketing tasks
- Communicate with external vendors regarding office supplies, maintenance needs or service issues
- Support project team by providing administrative tasks, such as organizing documents
- Assist in troubleshooting of office equipment like printers, fax machines and video conferencing tools
- Help with new employee onboarding by assisting administration team
- Input data for various projects or update internal databases for accounting department
- Perform additional tasks as required to support the office and team

What you Bring:

- Minimum 3 years of experience as a receptionist in a professional environment
- Knowledge of Microsoft Office programs; quick and accurate typing skills
- Exceptional communication skills both written and oral, strong attention to detail and a positive attitude

The Ideal Candidate has:

- At least high school diploma; post-secondary experience is an asset

What Gillam offers:

- Commitment to safety in the workplace
- An engaging culture based on innovation, collaboration and forging strong relationships
- A dynamic work environment
- Competitive salary, commensurate with skill & experience
- Competitive benefits program, e.g. health insurance & RRSP matching
- Regular staff social events
- Great opportunities for learning, mentorship, and career growth

Gillam is an inclusive and diverse workplace committed to providing equal opportunities to all candidates. We encourage applications from individuals of all backgrounds, including but not limited to race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, disability, marital or family status. Accommodations are available upon request for candidates taking part in all aspects of the selection process.