



Receptionist

Job Description

We are looking for experienced people to join our team on a Full-time basis. We focus on innovation and pride ourselves on the best customer service possible. Our goal is simply to create a portal for customers and clients to feel comfortable, confident, and happy with their equipment rentals. 2D House Inc. is also making strong efforts to reform industry practices with a focus on environmentally friendly innovations and services.

About The Role

As a rental-house as well as commercial studio rental facility we incur a high volume of inquiries as well as visitors. We are looking for a receptionist to take the helm at our front desk and be the face of the company to greet guests and field inquiries.

Responsibilities

- Answer incoming phone-calls and emails and assist clients with equipment requests by directing them to the appropriate personnel.
- Guiding guests to their objectives upon arrival at 2D House ex: studios, returns, pickups, etc.
- Communicate internally with rental departments concerning pickups and returns
- Creating and maintaining customer profiles in rental software
- Administrative support - booking video calls, organizing meetings and aiding in managing company documents

2D House Inc.

230 New Toronto Street, Unit #1
Etobicoke, ON M8V 2E8

+1 416.800.2193
2dhouse.com



Receptionist

Required Skills and Qualifications

- Strong interpersonal skills
- Proficient in communicating via email and on the phone.
- Ability to problem solve and work as a part of a team.
- Working knowledge of rental equipment software an asset.
- Working knowledge of motion picture camera equipment, lighting and specialty equipment
- On-set experience in a camera or lighting related capacity would be considered an asset.

Start date: Position available immediately

Job Type: Full Time 9A-5:30P

Location: 230 New Toronto Street, Unit 1, Etobicoke, M8V 2E8

Compensation: Starting: \$38,000 - \$45,000 dependant on experience

Growth: Potential for Managerial promotion and much more.

*Benefits: Complete and comprehensive benefits package.

*RRSP: Matched 3% contribution.

* Begins after three months of employment

2D House Inc. is a rapidly growing business that is making numerous changes, both small and large, in the near future. New positions will continually become available and a variety of opportunities for internal growth exist. Optional benefit packages are available. We offer challenging and rewarding work in a field that can consistently offer surprises. Possible travel for work as well as company retreats/holiday vacations.

Please send your resume and CV to hr@2dhouse.com, with the subject line "Receptionist". While 2D is an equal opportunity employer only prospective candidates will be contacted.

Thank you for your consideration.

2D House Inc.

230 New Toronto Street, Unit #1
Etobicoke, ON M8V 2E8

+1 416.800.2193
2dhouse.com