



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

- Administrative support: booking video calls, organizing meetings, updating company calendar, and aiding in managing documents
- Answer incoming phone calls, emails, and assist clients with equipment/studio requests by directing them to the appropriate personnel
- Able to efficiently problem solve client inquiries to uncover needs in a timely manner
- Creating and maintaining customer profiles in rental software and uploading documents to google drive
- Aiding departments by helping deliver equipment from rental returns
- Communicate internally with rental departments concerning pickups and returns
- Checking in clients who are entering the building as per our Covid-19 Measures

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
- Excellent problem-solving skills
- Ability to problem solve and work as a part of a team
- Proficient in communicating with clients via email, on the phone, and in-person
- Previous reception and administrative experience is an asset
- Working knowledge of rental equipment software is 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.

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