



Receptionist

2D House is looking for a Receptionist to join our team on a Full-time basis. As an industry leader in service and quality, we are always aiming to go above and beyond our client's expectations. We offer a wide range of services including Camera Equipment, Lighting and Grip gear, Package Trucks and Motion Control Robots. These services, along with our unique Studio facilities, make 2D House one of the most turnkey production service companies in Toronto, providing our clients the tools to excel on set and reduce their carbon footprint.

About The Role

As the first point of contact for clients, vendors, and visitors, the Receptionist plays a key role in creating a professional and welcoming experience at 2D House. This role oversees front desk operations, supports studio and rental teams, and ensures smooth day-to-day coordination across departments. The ideal candidate is organized, personable, adaptable and comfortable communicating with clients both in-person and digitally.

Responsibilities

- Greet and assist visitors, clients, and crew in person and over the phone
- Answer and direct incoming calls and emails to the appropriate departments
- Coordinate and communicate rental pickups and returns with relevant departments
- Assist the Studio department with general client coordination and day-to-day needs
- Manage facility access and visitor sign-ins for studio clients and guests
- Support the Accounting department by processing credit card payments for invoices
- Provide administrative and facility support: book workshops, update calendars, and assist with client documentation

2D House Inc.

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

+1 (416) 800-2193
2dhouse.com



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Qualifications

- Strong organizational skills and attention to detail
- Excellent interpersonal and communication skills (email, phone, and in-person)
- Ability to problem-solve quickly and professionally
- Comfortable working both independently and collaboratively
- Previous reception or administrative experience is an asset
- Familiarity with rental equipment software is an asset
- Knowledge of film equipment (camera, lighting, specialty gear) is an asset
- Experience with Google Workspace (Gmail, Drive, Calendar, etc.) is an asset

What We Offer

Start Date: Position available immediately

Job Type: Full Time (On-Site) / 40 hours per week, 9:00AM-5:30PM, Monday to Friday.

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

Compensation Range: \$45,000-\$55,000/year

Optional benefit packages and matched RRSP contributions available after three months of Employment.

2D House Inc. is a growing business that continually strives to adapt to an ever evolving industry. We offer a variety of internal growth, learning and team building opportunities to our staff including multi-departmental training, assistance with passion projects and company wide extra curriculums.

How to Apply

Please send your resume and CV to careers@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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