

Position: Receptionist

Location: Toronto, ON (Royal Bank Plaza, Downtown Toronto)

Position Type: Full-time

Salary Range: \$65,000 – \$70,000 per year

About Ninepoint Partners

Ninepoint Partners is an entrepreneurial, employee-owned Canadian investment firm managing over \$8 billion in assets with a team of 100+ professionals. Headquartered in Toronto's Royal Bank Plaza, we deliver innovative investment solutions to help investors navigate dynamic markets. We offer a high-performance environment where initiative is rewarded, and we empower our people to make a real impact as we continue to expand into unique product categories and business lines.

The Opportunity

As our Receptionist, you will serve as the face of Ninepoint Partners, delivering a warm, professional, and seamless experience for all clients, guests, and team members. You will oversee front desk operations, coordinate office logistics, and support administrative needs across the firm.

Key Responsibilities

- **Client & Guest Experience:** Welcome visitors with warmth and discretion, answer incoming calls, and maintain a polished reception area.
- **Facilities & Logistics:** Manage incoming and outgoing mail/couriers, monitor supply inventory for office, kitchen, and boardrooms, and liaise with building management and vendors.
- **Events & Administrative Support:** Coordinate meeting rooms, assist with hospitality and employee events, and provide cross-departmental administrative support.

- **Information Security:** Maintain strict confidentiality with all sensitive company and client information.
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Qualifications

- **Experience:** 2+ years in reception, executive support, hospitality, or client service.
 - **Skills:** Strong verbal and written communication; proficiency in Microsoft Office Suite (Outlook, Word, Excel, Teams).
 - **Attributes:** High attention to detail, strong time management, proactive problem-solving, and a collaborative mindset.
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Why Join Us?

- **Competitive Compensation:** \$65,000 – \$70,000 salary with comprehensive health, dental, and wellness benefits, plus RRSP matching program
- **Prime Location & Workplace:** Modern office in downtown Toronto with a vibrant culture, regular team events, and ongoing professional development opportunities.

Please submit Resume to careers@ninepoint.com