

Receptionist (Full-Time Permanent)

Toronto

Let's start with you...

Let's face it, without the smartest and most passionate PEOPLE joining our team, we can't build the world's biggest brands. We can't wait to tell you about our work, but we want to focus on YOU first.

Hotspex is looking for a Full-Time Receptionist to be the face and voice of our market research team; who is enthusiastic, professional and ready to creatively tackle any challenge at a moment's notice! You love fast paced environments, in fact, you thrive in them. You're always looking to make a client, guest or staff experience special, even if it's simply picking out new plants for the office! If this excites you, here's a bit more about us!

But why Hotspex instead of other research companies?

- ∞ We're not "part" of the research world, we are reinventing it using leading edge technology
- ∞ We don't "do" research, we build iconic brands with our proprietary research methodologies
- ∞ We have built and use our world class human motivation measurement platform to drive insight
- ∞ Innovation is in our blood – we're changing how marketers understand the consumer-brand relationship
- ∞ We drive learning journeys for continuous personal and professional development within a work culture full of fun, adventurous, creative and intelligent individuals!

Build long-term brand equity

There's a sense of pride that comes from building brands people love and our world class platform helps clients measure and map all of the human motivators that drive consumer decisions, so that clients make the smartest choices to grow their brands. At Hotspex, our people are our brand, and we want you to grow with us!



We need leaders, like you, who will help turn ideas into results, connecting brands and consumers with winning design and strategy.

Join our team and to be part of the difference we're making in the marketing world and enjoy the excitement of being part of quickly growing and expanding company!

What does the Hotspex brand mean?



In our 17 years of brand building, we have come to understand that the most successful brands operate in their “RIGHT SPACE” – the space that is most ownable, believable, and profitable for the brand. We have also learned that balance is the key to building a thriving brand. Our brand starts with ‘HOT’ associations with emotionally charged excitement, innovation and is balanced with ‘SPEX’ associations of being trustworthy, meticulous, and practical.

Some of your significant contributions will include:

- Providing exceptional customer service by welcoming all visitors, interacting and greeting them, in person and on the telephone
- Answering, screening and forwarding appropriate inquiries from incoming phone calls while providing basic information as needed
- Proactively resolve problems and inquiries at the front desk and assisting internal departments
- Maintaining an organized and clean reception area along with maintenance of overall office appearance (boardrooms, kitchen, staff area, etc.)
- Organizing files, receipts, records, etc.
- Communicating office or building notices, safety announcements, and other office notes to all staff as necessary
- Responsible for coffee, fruit, cereal orders and ensure fun and healthy snacks are replenished in the office
- Purchasing office stationary as needed with regular maintenance of stationary stock area

- Arranging transportation and/or travel resources for guests, clients, and staff as needed
- Purchasing promotional/client gifts and coordinate shipping and receiving of items
- Coordinating staff lunches, lunch and learns and internal and external meetings
- Being a guru at coordinating staff parties, on and off-site events, and adding your flare as part of the ultimate employee experience!

About you:

- Post-secondary degree/education, preferably in marketing, event planning, or hospitality
- Must have impeccable communications skills, both verbal and written
- Capable of navigating in a fast-paced and high-stress environment
- Adaptability to changing needs of organization and proactively manage duties
- Analytical mind, who uses initiative and creativity to solve many problems
- Strong attention to detail and ability to work with little instruction or direction
- Willing to go beyond, adding unique touches for employees, clients, and all guests
- Outgoing, positive and professional image which reflects our young and dynamic culture!
- The following are assets:
 - Related receptionist/event coordinator experience a definite asset
 - Flexible if needed to plan an event, pick up food, or decorate/set up before or after core hours
 - Multilingual in either French, Japanese or Spanish
- Wired to have fun and work hard with a great team of like-minded people!

Are you an energetic and professional receptionist who brings an outside the box flare to our organization? Connect with us now by emailing your cover letter and resume to hr@hotspex.com and be a part of our fun and energetic team!

Hotspex thrives on diversity. We thank all applicants however only those short-listed for an interview will be contacted, and let us know if you require any accommodation during the recruitment process.