

Receptionist

Vista Capital Partners

Vista Capital Partners is one of the leading financial advisors in the Pacific Northwest and has become a career destination. Our unique investment philosophy, standard-setting client services, and engaging work environment help to attract and retain top talent. Our core purpose is to build happier and more prosperous lives.

We believe a healthy work/life balance is essential—happy employees provide the best possible service to our clients. To that end, we engage in regular team-building exercises, provide time for employees to volunteer in the community, and offer periodic sabbaticals.

We are hiring for a Receptionist to add to our talented team of professionals joining us in providing a world-class service experience for our clients and guests.

Job Summary

Our Receptionist will be primarily responsible for greeting and welcoming our clients and guests providing a professional, memorable first impression. This position will also provide general administrative and project support to the entire firm. We are looking for an individual that works well in a team environment and can provide superior client service.

Duties and Responsibilities

Our Receptionist can expect to focus their work in the following areas:

- Welcome clients, prospects & guests
- Maintain conference rooms, front lobby & kitchen area
- Answer the main line and direct calls
- Order lunches
- Collect and distribute mail
- Coordinate and schedule client meetings
- Send weekly meeting schedule
- Coordinate travel for Executive Committee
- Provide general office and committee administrative support

Core Values

We will hire the person who best embodies and embraces Vista's core values:

- **Act with Integrity**
Successful relationships are built on trust.

- **Strive for Simplicity**

Keeping things simple allows us to focus on what truly matters.

- **Be Passionate**

An unwavering belief in what we're doing brings out the best in us. Passion inspires and is contagious.

- **Demand Excellence**

Our clients and colleagues deserve our best effort. Always.

- **Enjoy the Journey**

A fun and flexible work environment allows our people to enjoy happy and fulfilling lives.

Qualifications

Our Receptionist position typically requires the following qualifications:

- Minimum 1-2 years business experience, with reception and/or administrative experience in a professional setting.
- Proficient with computers and software packages, particularly MS Word, Excel, PowerPoint and Outlook.

Salary and Benefits

Pay/benefits are competitive based on industry standards:

- Salary based on experience.
- Bonus.
- Profit sharing.
- Benefits include health care, paid time off, sabbaticals and 401(k).
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities.

How to Apply

Interested applicants should send their resumes with a cover letter to: Tana Thomson, tana@vistacp.com. Mailing address is:

Vista Capital Partners
9755 S.W. Barnes Road, Suite 595
Portland, OR 97225

We will contact you if we believe your qualifications meet our needs. Thank you!

VISTA CAPITAL PARTNERS IS AN EQUAL OPPORTUNITY EMPLOYER