



JOB POSTING: Receptionist

JOB DESCRIPTION

Reporting to the Director of Operations, the Receptionist is an energetic professional who doesn't mind multi-tasking. The Receptionist is well organized, flexible and enjoys the challenges of directing communication within Emmanuel Home. The Receptionist is experienced in handling large volume of incoming calls, a wide range of administrative, clerical, and technology support-related tasks and is able to work independently with little or no supervision.

In addition to managing communications, the Receptionist will track attendance, payments for various recreational events and organize and maintain office supplies to ensure the overall support of residents and staff.

Responsibilities:

- Provide receptionist support to Emmanuel Home that enhances the communication experience for residents, staff, and community.
- Promote healthy and strong relationships and foster positive representation of Emmanuel Home, through regular interactions with residents, families, visitors, and staff.
- Provide general assistance in the handling of resident, families and visitor inquiries
- Responsible for maintaining office services by ensuring office operations and procedures are organized, correspondences are directed to the appropriate personnel, filing systems are designed, supply requisitions are reviewed and approved if needed, by supervisor.
- Monitor and maintain office supplies inventory; seek confirmation of expenditures from Director of Operations prior to submitting orders.
- Accurately track meal attendance, imputing information into spreadsheet in collaboration with finance.
- Facilitate distribution of mail, newsletters, internal memos as needed
- Support Recreation by organizing and tracking event attendance, manage intake/output of payments.
- Manage incoming requests in regards to medical and specialty clinic appointments.
- Remain educated and updated on technical knowledge for maintaining and utilizing all office equipment for mailing, IT, and call systems
- Remain updated on technical and professional knowledge by attending educational workshops.
- Maintain a safe and secure working environment

Requirements:

- Proven office administrative or assistant experience with at least 5 years working experience
- Knowledge of office responsibilities, systems and procedures.
- Knowledge of call systems and intercoms.
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent verbal communication skills
- Strong organizational skills
- Proficient in MS Office and other office software packages
- Knowledge of clerical practices and procedures

Position: Competitive salary commensurate with experience; full-time position, 37.5 hours/week, full group benefits including RRSP contributions, vacation.

Start Date: Immediate

Closing Date: August 6, 2019

For more information or to apply send resume with two references and cover letter to:

Laura Pothoven, Director of Operations, lpothoven@emmanuelhome.ca

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.