



CASUAL RECEPTIONIST

JOB POSTING

Position Title:	Receptionist	Employee Group:	Casual
Department:	Administration	Classification:	Receptionist Non-Union
Posting #:	ADM CASUAL 2021-02	Hourly Rate:	To Be Determined
Application Deadline:	March 2, 2021 – 0900 h	Hours/Week:	Varies/On-Call
Start Date:	ASAP	Hours:	Varies/On-Call

Under the direction of the Head Receptionist, the casual Receptionist will operate the main switchboard for the entire facility, greet and admit visitors and monitor access to the facility. The incumbent will also perform various clerical and secretarial duties as designated by the CEO, Administration Office and Department Heads.

Specific responsibilities include:

- Promptly answering the switchboard in a courteous manner screening and directing calls to the appropriate department or staff member.
- Performing secretarial duties
- General office administration, including photocopying, preparing various mailings and shredding boxes of old files and papers.
- Coordinating communications during fire drills and emergencies.
- Updating the “Daily Notice to Dietary” for Meal Cancellations, Meals on Wheels and Trays for tenants.
- Recording maintenance requests from tenants on the “Request for Repair” form (R4R)
- Selling tickets and collecting money for all social functions planned by Activities and Dietary Department.
- Responding to various emails
- Creating support tickets for TCS regarding phone and internet issues.
- Other duties as assigned.

Qualifications:

- Minimum grade twelve. Diploma in secretarial sciences and/or medical records technology desirable.
- Ability to create professional documents, proofread correspondence and apply proper business etiquette.
- Proficient with the Microsoft Office programs (Word, Excel, PowerPoint, Access and Outlook)
- Experience operating a multi-line switchboard would be an asset
- Ability to communicate effectively with residents, tenants, staff and the general public.
- Ability to work under conditions of constant interruption being undisturbed by the complexities of the variety of details.
- Ability to understand and/or speak the Dutch language is an asset.
- Clear TB test, annual Flu Immunization unless medically exempt
- Satisfactory Vulnerable Sector Screening (Police Check)

Interested and qualified applicants should forward a Resume and Cover Letter in PDF format, to:
Human Resources – Deposit in Drop Box by HR Office or e-mail: jobs@hch.ca

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals. Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary.”



We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here