



RECEPTIONIST / AGENCY ASSISTANT Summer Contract

May 19, 2020 - August 21, 2020

Working in a team environment, this position will require flexibility and skills to support Family Transition Place in the following roles:

As the Receptionist you will monitor front door security, greet all visitors and clients with excellent customer service; answer and direct telephone calls; respond appropriately to inquiries; schedule appointments and; provide clerical support.

As the Agency Assistant you will, on an as needed basis, perform a variety of duties that could include: client program related tasks and support, facility and grounds maintenance, food preparation, child care, organizing activities.

Qualifications:

- Ability to work both cooperatively as a team member and independently
- Ability to concurrently manage and complete multiple duties, prioritizing as required
- Reliable transportation

Reception

- Experience in operating a multi-line telephone system
- Effective oral, written, listening and telephone communication skills
- Customer Service experience
- Computer literacy in word processing using Windows applications and data bases

Agency Assistant

- Knowledge and skills in the use of: lawn & garden equipment, cleaning supplies, kitchen equipment
- Experience with safe food handling practises
- Child care experience

Hours of Work:

- 35 hours per week
- Monday thru Friday 8:30am – 4:30pm

Wages: \$14.40 per hour

Please Note: **This summer employment opportunity is dependent on Canada Summer Jobs funding approval.**

Family Transition Place is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates. Only those candidates selected for an interview will be contacted.

Forward your resume by 4:00pm Friday, May 1, 2020 to:

jobapplication@familytransitionplace.ca

or Fax: 519-942-8243

Safety. Support. Hope. Let's build healthier communities – one relationship at a time.

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