



RECEPTIONIST Casual

Working in a team environment and following COVID-19 Infection Prevention and Control (IPAC) policies and procedures, FTP Reception staff monitors the front door security; greets all visitors and clients with excellent customer service; answers and directs calls; responds appropriately to inquiries; schedules appointments; and provides clerical support.

Qualifications:

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

Hours of Work:

- 'As needed' hours to assist with Reception coverage (i.e. sick and vacation time)
- Must be available, on short notice, Monday thru Friday 8:30am - 4:30pm

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.

Please forward your resume to:

Bonnie Waterfield
Executive Assistant
bonnie@familytransitionplace.ca
Fax: 519-942-8243

We thank all applicants, however, only candidates selected for an interview will be contacted. Successful candidates must provide a vulnerable sector / criminal records check.

follow us on:



Safety. Support. Hope. Building healthier communities – one relationship at a time.

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