



RECEPTIONIST Part Time

Family Transition Place has an opportunity for a Part-time Receptionist. FTP reception staff monitor the front door security; greet all visitors and clients with excellent customer service; answer and direct calls; respond appropriately to inquiries; schedule appointments; and provide clerical support.

Qualifications:

- Experience in operating a multi-line telephone system
- Effective oral, written, listening and telephone communication skills
- Customer service experience
- Skills in the use of a computer for word processing and appointment scheduling
- Ability to work both cooperatively as a team member and independently
- Ability to concurrently manage and complete multiple duties, prioritizing as required
- Proof of full COVID-19 vaccination

Hours of Work:

- Tuesdays and Thursdays 12–4:30 p.m.
- Other 'as needed' hours (8:30 a.m.–4:30 p.m.) to assist with reception coverage for sick and vacation time.

FTP is dedicated to achieving a workplace that reflects the diversity of the community it serves and welcomes applications from all qualified candidates.

We thank all applicants, however, only candidates selected for an interview will be contacted. Successful candidates must provide a Vulnerable Sector check.

Please forward your resume by 4:00 p.m. on Thursday, December 9, 2021 to:

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

follow us on:



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

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