



## RECEPTIONIST / AGENCY ASSISTANT Summer Contract May–August 2023

Family Transition Place (FTP) operates an emergency shelter, counselling and outreach programs for women and their children. Working in a team environment, the Receptionist / Agency Assistant position will require flexibility and skills to support Family Transition Place in the following roles:

As 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 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; and organizing activities.

### Qualifications:

- Youth (18–30 years of age)
- Ability to work both cooperatively as a team member and independently
- Ability to concurrently manage and complete multiple duties, prioritizing as required
- Reliable transportation (own vehicle and driver's license not required, but considered an asset)

### 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 practices
- Child care experience

### Hours of Work:

- 35 hours per week, Monday thru Friday 8:30 a.m.–4:30 p.m.

**Wages:** \$16.00 per hour

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

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 for their interest but only those selected for interviews will be contacted.

**Forward your resume by 4:00 p.m. on Monday, April 24, 2023 to:**

[jobapplication@familytransitionplace.ca](mailto:jobapplication@familytransitionplace.ca)

**Fax #: (519) 942-8243**

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

follow us on:



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