



COMMUNITY CARE FOR CENTRAL HASTINGS

RECEPTIONIST

This is a 3 day a week job (21 hours) working Monday, Wednesday and Friday out of the office in Tweed.

Position Summary:

- Accurately and courteously answer the telephone and transfer calls to the appropriate staff member
- Respond to inquiries about Community Support services and refer callers to appropriate community organizations.
- Greet visitors to the office, including other agencies using the facilities and client/volunteers involved in Community Care programs, in a professional and courteous manner.
- Responsible for logging incoming and outgoing mail and distributing mail in a timely fashion
- Word processing and data entry
- Photocopy, fax, and email various correspondence and resource materials
- Maintain a professional appearance of front office and lobby.
- Maintain all PHIPA privacy requirements.
- Maintain an efficient computerized information system ie: NESDA by developing and updating it through familiarity and continuing education with appropriate software and hardware.
- Keep meeting room bookings up to date
- Other duties within the level of the position as assigned by the Executive Director

Qualifications and Experience

- 2-5 years receptionist experience working in a client service environment.
- Excellent written and oral communication skills
- Proficient with Microsoft word, excel, database programs, Internet, and email.
- Ability to listen patiently and respond to callers needs
- Self-motivated with the ability to take initiative in problem solving
- Accurate typing and data entry skills
- Strong organizational skills with the ability to manage multiple tasks required. Ability to work effectively in a fast paced team environment
- Knowledge of the not-for-profit sector and familiarity with home and community support services would be an asset.
- Continue to upgrade by seeking and participating in educational programs relevant to the position.

Interested applicants mail, email or fax resumes by October 9, 2020.

Community Care Central Hastings

310 Victoria St. N., P.O. Box 849

Tweed, ON K0K 3J0

Attn: Debbie Courneya

Fax: 1-613-478-0105

Email: debbiec@ccch.ca