

**This is an exciting time to join Kuuwanimano Child and Family Services!**

## **Employment Opportunity - Receptionist (Union position) – Timmins**

**Competition #:** 24-36R

**Department:** Administration

**Location:** Timmins

**Job type:** Full-time – 35 hours per week

**Closing Date:** April 26, 2024 @ 4:30 PM

**Reports To:** Director of People and Culture

**Salary:** Starting @ \$39,029 per annum

### **What you will do in the role**

- Maintains responsibility for all reception functions by receiving and greeting all clients and visitors to the agency in a professional and friendly manner and directing them to the appropriate agency staff member.
- Maintains a daily sign-in registry of all visitors to the agency.
- Other related duties as assigned within the program's mandate.
- Opens, date stamps and distributes all incoming Canada Post and courier deliveries.
- Maintains information pamphlets in the reception area.
- Maintains responsibility for all switchboard functions by responding to all incoming calls in a professional manner and promptly directs calls to the appropriate agency staff member.
- Receives and screens all incoming calls.
- Provides general clerical support by typing, filing, photocopying, faxing, collating, and processing documents, reports and files as requested.
- Manages a system for booking rooms and maintaining a daily list visible in the receptionist area.

### **Just a few reasons to join Kuuwanimano Child and Family Services**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life, and Disability Insurance
- Competitive vacation leave

### **What you bring to the table**

- Post-secondary diploma/certificate in office administration or equivalent; combination of education and experience within a human service environment may be considered.
- Two (2) years' related office experience, including reception/switchboard duties.
- Proficiency in standard office software.
- Excellent communication and interpersonal skills to interact with a variety of callers and visitors to the agency.
- Excellent organizational and administrative skills.
- Ability to work well under pressure.

Please refer to our website: [www.kuuwanimano.com](http://www.kuuwanimano.com) for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume and submit by email to: [HR@kuuwanimano.com](mailto:HR@kuuwanimano.com), or by fax to 705-266-9122.

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

**Meegwetch to all applicants, however only those selected for an interview will be contacted.**