

TITLE: Receptionist – North Island Office

LOCATION: Campbell River, BC

REPORTS TO: Regional Program Director

POSITION SUMMARY

This permanent full time, 40hr/week position provides reception, clerical and administrative support for the North Island (NI) Communitas Office in order to ensure that services are provided effectively and efficiently. This position is also responsible for the day to day duties that ensure the office is clean and orderly.

SPECIFIC DUTIES

- Perform reception and telephone answering duties such as: greeting and directing visitors to appropriate person, answering general in-person and telephone inquiries, transferring telephone callers, taking and relaying messages
- Perform a variety of clerical duties as required such as: checking and processing documents; logs, lists, registers or other records; compiling information and/or entering, updating or retrieving data via computer; routing incoming and preparing outgoing mail; forwarding faxes, photocopying, scheduling of meetings and calendar maintenance
- Responsible to ensure an adequate supply of agency stationery at all times. Maintain and order office supplies as necessary for NI office and programs
- Maintain good flow of communication to all departments of Communitas
- Ensure coverage of phones during coffee breaks, lunch breaks, vacation and sick days
- Coordinate and monitor office security (e.g. security system, keys & locks)
- Oversee the use of NI office based Communitas vehicles and maintain schedule for vehicle use, ensure keys, etc. are available and in place
- Assist with coordination and use of Moneris debit transaction system with the accounting department
- Maintain schedule for the use of various meeting rooms within the Communitas NI office
- Ensure environmental concerns within the office are addressed (e.g. air quality, heating and cooling, etc.)
- Assist in the use and general maintenance of all office equipment (copiers, projectors etc.)
- Monitor the use of supplies and equipment (e.g. cameras, laptops, etc.)
- Ensure office cleanliness including cleaning kitchen, fridge, janitor's closet, meeting rooms and common areas as necessary
- Provide guidance to staff re: expectations via memos, reminders, schedules, etc.
- Make coffee before breaks and for meetings, etc. Ensure adequate supply of coffee, creamer etc. is available
- Ensure reception area is maintained in a clean and tidy manner and reading materials represent Communitas
- Other duties as assigned

REQUIREMENTS

- College level training or equivalent in receptionist/clerical work experience
- A philosophy of service that is in line with the philosophy of Communitas
- Knowledge/experience relating with people who have a disability is an asset
- Outgoing, pleasant personality that positively represents Communitas to the public and staff
- Excellent teamwork skills, as well as the ability to work independently without supervision
- Excellent organizational skills
- Able to work accurately and effectively in a fast paced and changing environment
- Excellent verbal and written communication skills
- Excellent computer skills with a demonstrated working knowledge of MS Office
- Willingness to obtain Emergency First Aid Certification and act as First Aid Attendant for the Communitas NI office

APPLICATION CLOSING DATE: May 7, 2014

POSITION START DATE: ASAP

RESPOND IN WRITING TO: Lindsay Morris, HR Assistant
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