

## RECEPTIONIST – OFFICE SUPPORT

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking a Full Time **Receptionist – Office Support** to join our team at the Miriam and Larry Robbins 1 Open Door located at the Joseph & Wolf Lebovic Jewish Community Campus.

**The successful candidate will be responsible for:**

- Creating and maintaining a pleasant and welcoming environment when greeting and assisting visitors, clients, staff or other parties for all agencies at Miriam and Larry Robbins 1 Open Door
- Responding to telephone, e-mail, and in-person inquiries from clients, business partners, and other parties
- Acting as a source of information for clients, visitors, and workers
- Performing a variety of general administrative duties in support of the Agency's programs and teams
- Recording and maintaining the schedule of bookings for meeting rooms
- Ensuring accurate tracking and distribution of various financial client needs including cheques, food vouchers, TTC tokens, etc.
- Ensuring appropriate evacuation procedures are carried out in the event of an emergency
- Maintaining the reception, waiting area and meeting rooms in a welcoming and professional manner
- Preparing and posting notices advising of building closure for holidays, special out-of-office meetings, etc.
- Performing other duties as assigned

**Qualifications:**

- Post-Secondary degree/diploma in Office Administration or a related field
- 2 years related experience in an office setting
- Proficiency in Microsoft Office Package (Word, Excel, PowerPoint), knowledge of Access and database programs
- Excellent communication and interpersonal skills
- Good planning and organizational skills
- Excellent verbal skills to liaise with a number of contacts including potentially hostile clients and referring agents
- Russian and Hebrew language proficiency preferred
- Working experience in a direct client service environment is an asset

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If you are interested in applying, please submit your resume to [resumes@jfandcs.com](mailto:resumes@jfandcs.com)  
Please reference, **Receptionist – Office Support**, in the subject line.

*Applications should be submitted to Human Resources no later than Monday September 12, 2016.*

Jewish Family & Child is committed to the principle of equal opportunity in employment. We thank all applicants for their application and interest; however, only those considered for an interview will be contacted.

No agencies please.

**To learn more about Jewish Family & Child, please visit: [www.jfandcs.com](http://www.jfandcs.com)**