



# KUNUWANIMANO CHILD AND FAMILY SERVICES

Kunuwanimano Child and Family Services is a not-for-profit child and family services agency offering services in a holistic manner to strengthen children and families in their own communities in the context of their unique cultural heritage.

## CAREER OPPORTUNITY

POSITION:	Receptionist
COMPETITION:	17-35
LOCATION:	Timmins, ON
SALARY:	\$30,151 - \$38,882 per annum
STATUS:	Full Time - 35 hours per week
CLOSING DATE:	June 23, 2017 at 4:30pm

**JOB SUMMARY:** Reporting to the Business Manager, the Receptionist is responsible for the provision of reception and switchboard services and providing clerical back-up to the administrative and program teams.

**REQUIRED QUALIFICATIONS:**

- A minimum of a secondary school diploma;
- Two (2) years’ related office experience, including reception/switchboard duties;
- Proficiency in standard office software;
- Excellent communication and interpersonal skills in order to interact with a variety of callers and visitors to the agency;
- Excellent organizational and administrative skills;
- Ability to work well under pressure.
- Must demonstrate technical competence in a variety of MS applications
- Must have experience working with First Nations people
- Must produce clear Criminal Record Check
- Ability to speak a native language considered a major asset.

**KEY RESPONSIBILITIES:**

- 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;
- Prepares, arranges, receives and signs for all courier pick-ups and deliveries;
- Ensures sufficient postage is available to process agency mail and stamps all outgoing mail;
- 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;
- Responds where appropriate to general inquiries from the public;
- Opens the switchboard at the start of each day and sets-up the switchboard for the afterhours voice mail system at the end of each day;
- Monitors switchboard and telephone system and reports malfunctions;
- Retrieves all after-hours messages and forwards to appropriate staff member.

**We offer a competitive benefits and compensation package and opportunities for professional development.**

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm), 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@kunuwanimano.com](mailto:HR@kunuwanimano.com), by fax to 705 268-9272 or by mail to:

Human Resources,  
Kunuwanimano Child & Family Services  
38 Pine Street North, Unit 120  
Timmins, Ontario, P4N 6K6

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** 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.

*Only those considered for an interview will be contacted.*