



Weekend Receptionist

The Agency currently has a Permanent Part-time Weekend Receptionist position available within the Regional Administrative Team. The position is located in our Kitchener office. The successful candidate will work Friday evenings, Saturdays and Sundays.

Responsibilities are to provide main reception duties for the Agency's offices, which include; dealing directly with clients and individuals who visit the agency and general office duties as assigned.

Qualifications:

- Secondary School Graduation Diploma with 2 years switchboard reception experience;
- Sound knowledge of Word, Excel, and Outlook required;
- Courteous and efficient with an ability to interact effectively with agency staff, foster parents, volunteers, clients and other members of the community;
- Ability to handle conflicting situations in a calm, courteous and professional manner;
- A valid 'G' Ontario Driver's License required

Salary Range:

\$17.7591-\$21.5783 per hour

Office & Clerical Grade 3

Articles 15 & 16 will apply to internal applicants.

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

Application Process

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00pm on December 12, 2017 quoting posting #053-2017.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on December 12, 2017 quoting posting #053-2017.

Resumes will only be accepted electronically.

We thank all candidates for their interest however only those selected for an interview will be contacted.

Accommodation at Family & Children's Services of the Waterloo Region

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329 x2642. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.