



**KUNUWANIMANO CHILD & FAMILY SERVICES**  
Is posting for a  
**Receptionist - Contract**

**Competition No. 18-42**

**Location: Timmins, ON**

**Status: Contract (Full time hours) up to 6 Months**

**Closing Date: August 21, 2018**

**Salary: \$30,151 – 38,882 per year (union position)**

Kunuwanimano Child & 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. Reporting to the Director of Finance and Administration, the Receptionist is responsible for the provision of reception and switchboard services and providing clerical back-up to the administrative and program teams.

**Requirements:**

- 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.
- Performs other related duties as assigned.

**Qualifications:**

- A minimum of a secondary school diploma (completion of Grade 12);
- 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.

**A detailed job description is available upon request.**

Please refer to our website: [www.kunuwanimano.com/employment.htm](http://www.kunuwanimano.com/employment.htm), for posting details. Please note that preference may be given to qualified First Nations and Aboriginal applicants in our hiring processes.

Please quote Competition No. in your cover letter and resume, and submit no later than **August 21, 2018 at 4:30 p.m.** to [HR@kunuwanimano.com](mailto:HR@kunuwanimano.com), fax 705 268-9272 or by mail to:

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

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