



OP P O R T U N I T Y

October 17, 2018

POSITION AVAILABLE

Client Receptionist

CURRENT SALARY RANGE

\$26.29 - \$30.49 per hour

There is 1 permanent casual and 1 temporary part-time Client Receptionist position. The start date will be determined in consultation with the immediate supervisor.

POSITION SUMMARY:

The Client Receptionist greets all visitors/clients to the Society, offering the appropriate assistance to the visitor's requirements; logs all persons attending the society; receives goods and services to society; escorting personnel to job sites where necessary; schedule room bookings. To conduct orientation for new staff regarding reception area. This position will also complete administrative requirements in accordance with Society and/or Supervisory requirements.

MINIMUM QUALIFICATIONS:

High School Diploma. Computer literate. Minimum 3 months related experience or co-op placement. Proficiency in a second language an asset.

Please apply in writing **including a current resume or curriculum vitae**, to Human Resources, by October 20, 2018. Direct emails to hr@durhamcas.ca

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.