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| Position: | Receptionist/Scanning Clerk | Hours: | 35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.) |
| File No.: | FACSFLA-1819-85 | Number of Positions: | 1 |
| Employment Type: | Full-time Permanent English & Bilingual Opportunities | Location: | Napanee, ON |
| Date Posted: | January 16, 2019 | Closing Date: | January 29, 2019 |

Position Summary:

Reporting to the Manager, CPIN & Service Excellence, the incumbent is responsible for providing receptionist services as it relates to acknowledging persons coming in to Family and Children's Services building and informing staff that they have guests in addition to scanning and saving documents into CPIN (Child Protection Information Network). Responsible for organizing and digitizing documents (paper/electronic). The incumbent is responsible to uphold the security and integrity of the Agency's information throughout the scanning process. They will assist in the information retrieval as required as well as coordinate information management initiatives.

Required Qualification:

- Post-Secondary education or related experience in reception or a related function
- Demonstrated interpersonal skills to successfully collaborate with Agency staff
- Proficient computer skills and keyboarding skills
- Advance level word processing skills in a Windows environment using Microsoft Office Suite
- Proven ability to work independently as well as to function as a cooperative team member.
- Proven organizational skills to set and meet priorities and manage assigned workload
organizational skills
- Good communication skills – written, oral
- Ability to listen well and record accurately and apply the knowledge of appropriate telephone etiquette
- Ability to enter data and research data utilizing database technologies
- Highly self-motivated and directed with keen attention to detail
- Proven experience working with databases or document management software. Experience with Open Text and/or the Provincial Child Protection Information Network (CPIN) preferred, word processing skills in a Windows environment using Microsoft Office Suite
- Proficiency with electronic mail
- Ability to lift and move file storage boxes
- Valid driver's license

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfra.ca Interested and qualified applicants are invited to apply in writing by January 29, 2019
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfra.ca .

NOTE: We are a scent-free workplace.