



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.

RECEPTIONIST

POSITION: RECEPTIONIST (Union Position)
COMPETITION: 21-66
LOCATION: Timmins
STATUS: Full-Time - 35 hours per week
SALARY: \$ 39, 029 – \$ 51,360 per annum
CLOSING DATE: July 29, 2021 @ 4:30pm

JOB SUMMARY: Within the context of the vision, mission values and strategic directions of Kunuwanimano, and under the direction of the Supervisor of Administration, the Receptionist is responsible for the provision of reception and switchboard services and providing clerical back-up to the administrative and program team

REQUIRED QUALIFICATIONS:

Education and Experience:

- 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.

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.
- Other related duties as assigned within the program's mandate.
- Opens, date stamps and distributes all incoming Canada Post and courier deliveries.
- Maintains information pamphlets in the reception area.

Management of Switchboard:

- 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.

General Clerical Duties:

- Provides general clerical support by typing, filing, photocopying, faxing, collating, and processing documents, reports and files as requested.
- Manages a system for booking rooms and maintaining a daily list visible in the receptionist area.

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

Please refer to our website: www.kunuwanimano.com, for posting details. Please quote the Competition No. in your cover letter and resume, and submit by email to HR@kunuwanimano.com, by fax to 705 266-9122, or by mail to:

Human Resources
Kunuwanimano Child & Family Services
401 Cedar Street South
Timmins, Ontario, P4N 2H7

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.

Thank you for your interest in Kunuwanimano.

Only those considered for an interview will be contacted.