

<b>Position:</b>	<b>Bilingual Receptionist</b>	<b>Hours:</b>	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
<b>File No.:</b>	FACSFLA-2122-33	<b>Number of Positions:</b>	1
<b>Employment Type:</b>	Temporary Full-time (9-month contract)	<b>Location:</b>	817 Division St, Kingston
<b>Date Posted:</b>	July 28, 2021	<b>Closing Date:</b>	August 8, 2021

---

**Position Summary:**

- Deliver courteous and professional customer service while maintaining confidentiality
- Greet, welcome, direct and inform visitors appropriately
- Notify employees of visitor arrivals
- Answer, screen and forward incoming calls in a friendly and professional manner
- Sort and distribute internal and external mail
- Receive and send out deliveries/packages
- Administrative tasks such as copying, faxing, coordinating room bookings
- Sign employees in and out as requested
- Maintain security by following procedures and processes
- Ensures a safe a clean reception area

**Required Qualification:**

- Advanced level proficiency in the French language. Selected candidates will be assessed.
- Post secondary education or related experience
- Three years reception experience or related office experience
- Excellent written and verbal communication skills
- Demonstrated proficiency in word processing, phone systems, copiers and printers
- Exceptional organizational and problem solving skills
- Ability to multitask and prioritize tasks
- Accurate and competent data entry skills
- Ability to listen well and record accurately
- Valid driver's license with access to a vehicle that meets the minimum Ontario safety standards

### **How to Apply:**

- To apply, please email your resume and cover letter quoting the competition file number (FACSFLA-2122-33) and title of position you wish to apply for, to: [hr@facsfra.ca](mailto:hr@facsfra.ca) Interested and qualified applicants are invited to apply in writing by August 08, 2021.
  - 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](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the Board in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

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](mailto:hr@facsfra.ca)

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.

NOTE: We are a scent-free workplace.