

## Casual Receptionist

### Job Details

**Position Type:**

Casual Contract

**Work Hours:**

Up to 35 hours per week

**Reporting To:**

Manager, Human  
Resources

**Classification:**

Casual

**Hourly Rate:**

\$15.50 per hour

**Location:**

JDD  
196 Keewatin Ave.  
Toronto, ON M4P 1Z8

**OR**

Central Branch  
4600 Bathurst St.  
Toronto, ON M2R 3V3

**Posting Date:**

October 19, 2022

**External Closing Date:**

Until the position has been  
filled

**Anticipated Start Date:**

ASAP

**About The Agency**

Jewish Family and Child Service is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, and education and advocacy services, within the context of Jewish values.

**About the Roles**

We are seeking a Casual Receptionist to provide reception coverage at the Jerome D. Diamond Centre (JDD) and at the Central branch. We are looking for a reliable candidate who can provide daytime and/or evening coverage.

**Locations**

JDD – 196 Keewatin Avenue – 2 Evenings a week 5:00 pm – 8:00 pm

Central Branch – 4600 Bathurst St. – Casual coverage days and/or evenings

**Responsibilities**

- Greet clients, and provide a welcoming atmosphere for all Agency visitors
- Respond to telephone inquiries
- Answer and handle multi-line switchboards
- Maintain the reception area, and administrative tasks
- Perform other duties as assigned.

**Qualifications:**

- University/College student
- Knowledge and experience using Microsoft Office
- Some post-secondary education
- Strong communication and interpersonal skills
- Experience dealing with difficult clientele
- Strong organizational and time management skills
- Fluency in French/Russian/Hebrew will be considered an asset

If you are interested in applying for this position, please submit your résumé and cover letter by visiting the Career Opportunities page at <https://www.jfandcs.com/jobs>.

Jewish Family and Child Service is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

JF&CS has a COVID-19 vaccination policy in place. As a condition of employment, all employees are required to be vaccinated for COVID-19, unless a valid exemption under the *Ontario Human Rights Code* is provided.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family and Child Service, please visit: [www.jfandcs.com](http://www.jfandcs.com) | [www.facebook.com/jfandcs](https://www.facebook.com/jfandcs)