



The Children's Aid Society of the District of Thunder Bay
Caring for children...a community responsibility

Receptionist
Full-Time Permanent (33.75 hours/week)

POSITION PURPOSE:

This is a key position within our organization, as the Receptionist is responsible for managing incoming calls in an efficient and helpful manner, as well as welcoming and assisting all guests. Secondary responsibilities include general administrative assistant duties such as data input, word processing, filing, mail sorting, faxing and photocopying.

POSITION QUALIFICATIONS AND REQUIREMENTS:

- Completion of a business or commercial diploma or certificate from an accredited college or equivalent combination of education and experience
- Strong Customer Service skills
- Intermediate skills in Microsoft Office software programs
- Accurate and efficient data input experience
- Accurate typing and proof reading skills
- Excellent communication skills including strong interpersonal, written and verbal skills with an ability to interact with a wide variety of people
- Ability to maintain a strong sense of professional judgement and confidentiality
- Sound judgment and tact to address a range of issues and to problem-solve
- Able to work independently or as part of a team
- Current Criminal Records Check deemed satisfactory to the employer, upon offer of employment
- Assets
 - Demonstrated skills managing a switchboard system
 - Concentration in office administration or business programs an asset

APPLICATION INFORMATION – Applications Received to April 01, 2020

Please submit a cover letter and resume on-line at www.thunderbaycas.ca "Career Opportunities". Individuals may also submit an application directly to: Amy Wrigley, Manager of Human Resources, The Children's Aid Society of the District of Thunder Bay, 1110 Jade Court, Thunder Bay, ON P7B 6M7

TBCAS is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

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