Children's Aid Society
THUNDER BAY DISTRICT

Receptionist

Full Time, Permanent (33.75 hours/week)
SALARY RANGE: $47,095 – $55,744

POSITION PURPOSE:

Reporting to the Manager of Administration and Privacy, the incumbent 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. This position also provides back-up coverage to other Administrative Assistants as needed.

POSITION QUALIFICATIONS AND REQUIREMENTS:

- Completion of a business or commercial diploma or certificate from an accredited college or equivalent combination of education and experience.
- Candidates without the specific educational qualifications, but who possess an appropriate combination of administrative/child welfare/social services experience and other academic qualifications will also be considered.
- Intermediate skill level and extensive experience in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Accurate and fast word processing skills.
- Excellent communication skills including strong interpersonal, written, and verbal skills and an ability to interact with a wide variety of people.
- Demonstrated skills managing a switchboard system an asset.
- Travel to the district as required.
- Ability to maintain a strong sense of professional judgement and confidentiality.
- Excellent organizational, coordination and time management skills to determine priorities, meet strict timelines and manage several assignments simultaneously.
- Experience working in child welfare an asset.
- Ability to work independently, or as part of a team.
- Ability to adapt to change and learn new technology for effective use in the workplace.
- Ability to effectively manage inter-personal conflict.
- Demonstrated experience utilizing various computer software programs.
- Contribute to a culture of diversity, equity, and inclusion with a commitment to the elimination of disparity and disproportionality in service outcomes.
- Criminal Records Check satisfactory to the Agency required upon conditional offer of employment.

APPLICATION INFORMATION – Applications Received to 5:00 PM on November 4th, 2026.

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

The Society is committed to supporting and advancing equity, diversity and inclusion in our organization and the society in which we serve. As such, we are expressly interested in receiving inquiries and applications from individuals who identify themselves as Indigenous, racialized or equity seeking in order to better reflect the demographic profile of Thunder Bay and District.

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.