

# Employment Opportunity

14 Months - Contract Position (Full-Time)

<b>Job Title:</b> Receptionist	<b>Date Posted:</b> April 24, 2017	<b>Position Type:</b> 14 months – Full time contract position
<b>Job Posting:</b> Job posting#RECP-001/2017-18	<b>Date Closed:</b> 3:00 pm on May 5, 2017	

## About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling needs of the diverse communities for the past 27 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has a number of research studies to its credit and is recognized as an innovative organization for community development and for its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada.

## About Position:

The Receptionist is responsible for handling front office reception and providing clerical/administrative support including greeting guests, answering phones and handling company inquiries etc.

## Qualifications/ Required Skills:

- Minimum Secondary School education
- Diploma/course in Administrative programs will be an asset
- Preferred 2-3 years' experience
- Proficient in basic computer use, Microsoft office including Word, PowerPoint and Excel
- Knowledge of clerical duties
- Good interpersonal skills
- Fluency in English and South Asian Languages Punjabi, Hindi and Urdu
- Familiarity with Cloud technology and Share-Point is an asset
- Effective communication skills with individuals at all levels of the organization
- Effective written and verbal communication skills
- Have proper telephone manners
- Polite and patient
- Efficient in time management
- Ability to do more than one thing at once
- Positive attitude
- Quick learner
- Ability to provide excellent customer service
- Current police record check
- Valid driver's license and access to a vehicle
- Current first aid/ CPR certification

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**Responsibilities:**

- Answer telephone and direct calls to appropriate staff member
- Corresponding emails on regular basis
- Compile data /reports on SharePoint
- To liaise effectively with clients, visitors and staff
- Maintain and allocate agency resources, flyers, pamphlets
- Coordinate with staff for logistics and smooth functioning of the office
- Organize refreshments for the meetings
- Maintain office stationary and supplies
- Book the Board room for internal/external meetings
- Set up meeting room with necessary stationary/supplies
- Handle courier services and dispatches deliveries to their final destination within and outside the office
- Assist and provide support to other staff, if required
- Other duties as assigned

**Hours:** Full time, some evenings and weekends work is required

**Position to commence:** May 16, 2017 or earlier

**Please submit resume by 3:00 pm on May 5, 2017 to the Hiring Committee at:**

E-mail: [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)

**Please add Job posting # RECP-001/2017-18 to the email subject line and cover letter**

We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

*PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)*