

JOB DESCRIPTION

Job Title: Receptionist
Date: June 2023
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Job Location: Eagle Harbour
Supervisor: Executive Assistant
Status: Union
Classification: Secretary: Grid 7

Job Profile

Job Summary:

The Receptionist works providing administrative support to the Executive Assistant, and all Society programs and must be able to maintain confidentiality of sensitive material. The Receptionist provides reception services at the offices located at Eagle Harbour.

Job Duties:

- 1) Reception:
 - Provide reception at the office located at Eagle Harbour
 - Provide basic assistance to clients when they present themselves at the reception desk, and/or direct the client to a support worker.
 - Collect and distribute mail
 - Maintain common areas in an appropriate state of tidiness.
 - Update the community white board
 - Keep client resource binder up to date
- 2) Information Technology and records management
 - Word processing including letters, forms and spreadsheets
 - Ensure adequate supply of informational materials are available at reception and other public areas
 - Prepare and distribute the weekly Eagle Harbour newsletter
 - Maintain client and staff lists
 - Filing systems to be maintained
 - Take and produce minutes as required
- 3) Rent collection and management
 - Collect client rents and security deposits
 - Prepare all rent and security deposit tracking forms including Rent Received Form and Deposit Summary Form
 - Maintain rent roll spreadsheet
- 4) Financial;
 - Maintain petty cash fund, including biweekly reconciliation
 - Communicate with the managers of accounts payable and receivable, as needed.
- 5) Office equipment and supplies;

- Ensure adequate supply of all office supplies
 - Ensure maintenance of office equipment
- 6) Miscellaneous
- Abide by CRNITS code of ethics and philosophy
 - Abide by CRNITS Policy and Procedures
 - Maintain confidentiality according to Policy and Procedures
 - Complete work in a timely and accurate manner
 - Attend staff meetings
 - Special projects as directed by the Executive Assistant
 - Other related duties

Working Conditions

The hours of work for this position are during regular business hours. The pace of work and client interaction can be chaotic.

Human Profile

Technical Skills

Education

- Grade 12 completion
- Completion of college level office administration certificate program or equivalent

Experience

- 1 years office experience

Qualifications/Training

- 1 years experience using computer software and hardware and other office equipment
- Strong multi-tasking and time management skills
- Good communication skills on the phone, in person and in writing
- Knowledge and understanding of abuse of women and children

Requirements

- Transportation
- Criminal Record check and Criminal Record Review
- Emergency First Aid Certification

Physical Demands

- Some lifting required

Mental Demands

- Possesses and is able to apply a feminist perspective
- Ability to relate well to all persons regardless of ethnic, religious, or socioeconomic status, sexual orientation, age, physical or mental ability
- Able to manage stressful work and fluctuating workload
- Able to make sound judgments
- Able to work independently
- Adaptable
- Has initiative
- Respectful in all communication with clients, staff and other agencies