



A Christian Long Term Care Home & Retirement Centre

Job Posting

Posting Date: 03Jun2020

Job Title: **Receptionist**

Positions available: 1

Status: Temporary full/part time – Approx. 13 months (mat leave replacement)

Hours Per Week: Full time: July 2020-January 2021: 30-37.5 hours,
Part time: January – September 2021: 15-22.5 hours (may increase)

Position Summary:

The Receptionist is responsible for providing assistance to the Administration department in accordance with the Mission, Vision and Values of the Home, Resident Bill of Rights, applicable legislation and regulations, corporate policies and procedures and the collective agreement.

Required Qualifications/Experience:

- Completion of a college diploma, preferably Executive/Office Administration
- 2-4 years of reception experience dealing with incoming calls, greeting visitors, etc.
- Flexible to meet changing demands and produce in a fast-paced environment
- Experience and demonstrated skills related to accounting and bookkeeping
- Demonstrated proficiency in operation and use of a computer, related technologies and software required, mainly Microsoft Office.
- Ability to work both independently (self-directed and motivated) and as part of a team
- Demonstrated problem-solving skills and ability to address conflict positively
- Previous experience working with the elderly preferred
- Ability to communicate in Dutch is a definite asset

Key Accountabilities:

- Answer all inbound calls, greet visitors at reception
- Manage petty cash for operations and for residents trust
- Purchase and manage office supplies
- Month end bank reconciliation
- Verify contractor sign-ins and view security monitors
- Provide backup for Accounting Clerk in the area of Accounts Payable
- For a full list of responsibilities and qualifications please see job description
- During COVID – Back up Infection Control screening duties

Please apply by June 10, 2020. Shalom Manor and Gardens welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest. Only those selected for an interview will be contacted. Email resume and cover letter to hr@shalommanor.ca