



RECEPTIONIST

Post date: October 31, 2017

Under the direction and supervision of the Executive Director, the successful candidate will provide clerical and receptionist services, maintain high levels of enthusiasm, teamwork, motivation and commitment. Must be professional in appearance and demeanor and also adhere to company dress code. Provide support and information to staff and clients while greeting visitors and answering phones.

RESPONSIBILITIES:

I. RECEIVING AND REGISTERING CLIENTS

- Greet clients in a friendly professional manner
- Register clients and determine what level of services are required
- Create Client files for Career & Employment Counselor intake process
- Maintain a daily log of all incoming clients
- With take all reasonable measures to ensure the security, confidentiality and integrity of information exchanged and to safeguard the information against accidental or unauthorized access, disclosure, use, modification and deletion.

II. ADMINISTRATIVE

- Maintain a high-volume switchboard and respond to all incoming calls with a positive greeting in a friendly manner, determine the callers identity and purpose of the call and promptly direct the caller to the appropriate staff or department
- Receive and direct telephone messages from visitors/callers for staff who are unavailable and ensuring the messages are effectively communicated
- Keep reception area clean and tidy

III. GENERAL

- Will assist in the registration process of the OETS Career Fair
- Submit monthly activity reports to the Executive Director
- Perform other related duties are required

QUALIFICATIONS:

It is imperative that the successful candidate brings a positive, helpful and tactful work ethic to the role. Daily duties can sometimes be ever changing; therefore, it is important that person can handle and adapt to a changing environment.

Education: High school diploma; and/or diploma in office administration

Experience, Knowledge and Skills: Personable, professional attitude, preferably a minimum of three (3) years office administration support or customer service experience. Excellent interpersonal skills and communications skills; cooperative, patient, supportive, calm under pressure and loyal Team player; efficient and effective Time management skills, and proficient in the use of Microsoft Office Home Business and Windows Professional.

Interested:

Interested candidates must submit a cover letter, resume and three (3) written work related references, provide a criminal record check by **4:30pm, November 13th, 2017** via email to hrrsupervisor@oteenow.com or fax (780) 444-3477

Note: *Oteenow Employment & Training Society thanks all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please.*