



GLEN HILL STRATHAVEN

A DURHAM CHRISTIAN HOMES COMMUNITY

Glen Hill Strathaven

Receptionist – Permanent Part-time

Mission:

Guided by our Christian principles, Durham Christian Homes enriches the lives of the residents we serve and those who serve them in seniors' housing, assisted living and long-term care.

Position Summary:

Candidates are invited to apply for this position to work at our Glen Hill Strathaven Home, a 199-bed long-term care facility, located in Bowmanville, Ontario. This permanent, part-time position includes shifts every other weekend from 4pm to 9pm as well as part-time shifts during the week. The Receptionist reports directly to Business Coordinator. Under supervision, performs a variety of accounting functions, clerical and receptionist duties associated with the daily operation of an effective business office.

Qualifications:

Grade 12 diploma and/or Business Office diploma.

Major Responsibilities:

1. Maintain departmental files and records, including correspondence, forms, and routine office records and reports.
2. Receive incoming mail and co-ordinate distribution, and process outgoing mail.
3. Answer telephone, greet visitors, receives routine inquiries in person and by phone, relaying calls and messages to the appropriate personnel.
4. Ensure that work station is safe and adhere to Occupational Health and Safety requirements.
5. Oversee guests signing in, hand sanitizing
6. Responsible for shift call ins and replacing staff according to protocols and procedures
7. Be sure each and every walk-in is greeting with 100% customer service
8. Perform other related duties as may be assigned by the immediate supervisor.
9. Other duties as assigned.

Knowledge

Must have an excellent knowledge of office procedures including elementary Bookkeeping and experience in handling cash. Previous experience in the routine operation of a business office is a must. Must be mature, have excellent customer service skills, complete command of the English language and experience with Microsoft Office (Word, Excel, Outlook) and switchboard (5 phone lines).

Deadline date: Friday, August 18, 2017 (or until filled)

Interested applicants may forward their resume in confidence by e-mail to jrussell@dchomes.ca; by fax **905-623-1374** or **by mail** to Glen Hill Strathaven, Attn: Jennifer Russell, 264 King St E, Bowmanville, ON L1C 1P9.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.