



**Community Connections**  
Community Connections Society of Southeast BC

## Job Posting for Receptionist Internal/External Posting *“Linking People, Communities and Services”*

April 11, 2024

**Position Title:** Receptionist

**Hours:** Temporary part time until return of the incumbent, 31 hours/week

**Starting Date:** April 22, 2024

**Rate of Pay:** \$24.43 per hour, As per BCGEU Collective Agreement, Grid Level 7, Step 1

Community Connections Society of Southeast BC is looking for an Individual to provide reception in a busy hub of services. The Receptionist will be responsible for basic office tasks and assist in the maintenance of a tidy and orderly office environment.

The successful candidate will:

- Provide reception and answer inquiries about services offered by the organization.
- Answer phones and direct calls; manage the boardroom booking system.
- Sort incoming mail and distribute to appropriate staff.
- Provide word processing, data input and typing support, draft routine correspondence such as thank you letters and forms.
- All clients/visitors will be treated with kindness and fairness regardless of social status or personal opinion.
- Show empathy and understand that many visitors' lives are in turmoil and under extreme stress.

Qualifications:

- Completion of Grade 12 plus related post-secondary courses, with three years recent related experience; or the equivalent combination of education, training, and experience.
- Exceptional written and verbal communication skills.
- Ability to organize work and carry out the duties of the position with independence.
- Ability to deal effectively with others.

Preferred:

- Human Service Worker Certificate
- Non-Violent Crisis Intervention

Additional Requirements:

- Membership with the BCGEU

Community Connections Society is an equal opportunity employer. Only applicants that are short listed will be contacted.

Deadline for Applications: April 18, 4:00 pm

Submit to: Community Connections Society

Attention: Tesha Nee, Office Manager