



**Canadian Mental  
Health Association**  
Cochrane-Timiskaming

## ***JOB POSTING***

*Competition #: 2020-19*

*Vacant Position:  
Receptionist*

*Employee Group: OPSEU Local 631*

*Work Location: New Liskeard*

*Status: Permanent Part-time*

*Rate: \$19.59 - \$21.98*

*Language Requirement:  
Bilingual required*

*Inquiries:*

*Jean E. Montague  
Human Resources  
705-267-8100, ext. 2248*

*Please send resumés to:  
[humanresources@cmhact.ca](mailto:humanresources@cmhact.ca) and  
indicate in the subject line the  
competition number and job title.*

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*Please advise Human Resources if you require  
accommodation in accordance with the Human  
Rights Code or the Accessibility for Ontarians  
with Disabilities Act in order to properly  
participate.*

## **Receptionist**

In keeping with the CMHA Cochrane Timiskaming Branch's Mission, Vision, and Values, the Receptionist is the first point of contact for visitors, clients, contractors, staff, and Board members entering the agency. The Receptionist is responsible for ensuring a welcoming presence in the reception area and for providing clerical services in a professional and efficient manner.

### **Knowledge, Skills, Abilities Required**

1. Minimum Grade 12;
2. Diploma from a college-level secretarial arts program is preferred;
3. Demonstrated proficiency with Microsoft applications such as Outlook, Word, Excel;
4. Demonstrated clerical skills;
5. Ability to respond to individuals from diverse backgrounds in a professional manner;
6. The ability to provide services according to a work schedule determined by the employer and according to the needs of the individuals served.