



**Canadian Mental  
Health Association**  
Cochrane-Timiskaming

## ***JOB POSTING***

*Competition #: 2021-07E*

*Vacant Position:  
Relief Receptionist*

*Employee Group:  
OPSEU Local 631*

*Work Location: Timmins*

*Status: Permanent Part-time*

*Rate: \$15.52 - \$20.37*

*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.*

*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.*

*Si vous désirez obtenir la version française de  
cette annonce, veuillez communiquer avec le  
bureau de Timmins au 705-267-8100,  
poste 2248.*

## **Relief Receptionist**

The CMHA Cochrane-Timiskaming Branch is currently seeking a Relief Receptionist in our Timmins office.

Summary of Duties & Responsibilities:

- Answering and directing telephone calls;
- Receiving visitors and clients and directing to the appropriate staff;
- Managing incoming and outgoing mail and courier packages;
- Maintaining the petty cash fund;
- Maintaining inventories of office and maintenance supplies and orders;
- Providing general information to clients and the public;
- Performing general clerical duties such as photocopying, filing, typing routine documents.

Qualifications:

- Minimum grade 12; previous office experience an asset;
- Working knowledge of Microsoft applications;
- Ability to deal tactfully with a diverse group of individuals.