



**Canadian Mental  
Health Association**  
Cochrane-Timiskamii

## ***JOB POSTING***

*Competition #: 2021-07R*

*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 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 Canadian Mental Health Association - Cochrane-Timiskaming Branch (CMHA-CT) is a part of Canada's longest standing mental health organization. CMHA-CT is a non-profit charitable organization committed to promoting the mental health of everyone and to supporting the resiliency and recovery of those who experience mental illness and addictions through community-based services.

We are looking for an individual who has some time on their hands and would like to contribute to a worthy cause by providing Relief Receptionist support to a team of enthusiastic employees and members of the public who visit our organization.

The Relief Receptionist provides a warm welcome to clients, staff, and visitors, and is enthusiastic about supporting the needs of others. The incumbent enjoys performing some administrative duties, directing phone calls, and directing visitors and clients to the appropriate team member.

These important services are needed daily during lunch hour as well as on Tuesday evenings to support our extended hours of service. The incumbent may also be relied upon during the absence of other Receptionists.

If you have a Grade 12 diploma, a warm personality, and a natural ability to communicate in both official languages with a diverse group of individuals, we'd love to hear from you!

Send a resume to [humanresources@cmhact.ca](mailto:humanresources@cmhact.ca) and indicate Competition 2021-07R in the subject line.