

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. CMHA-CT also creates awareness and understanding of mental illness and addictions in our communities through advocacy, education and campaigns.

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.

Qualifications

1. Minimum Grade 12 diploma required;
2. Diploma from a college-level secretarial arts program is preferred;
3. Strong working knowledge of office equipment and procedures and demonstrated clerical skills;
4. Demonstrated proficiency with Microsoft applications such as Outlook, Word, and Excel;
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; and
7. This is a designated position under the French Language Services Act, therefore, the incumbent must be fluently bilingual at an advanced level.

For a complete job description, please contact Human Resources by e-mail at humanresources@cmhact.ca. This is a permanent full-time unionized position, located in New Liskeard. We offer a comprehensive compensation program and the opportunity to work alongside a team of energetic and spirited employees who are committed to improving the lives of those who rely on us for support.

Interested candidates should submit a cover letter and resume focused on personal achievements relevant to the position to:

humanresources@cmhact.ca

For more about the Canadian Mental Health Association – Cochrane Timiskaming Branch and the important work we do, visit us at www.cmhact.ca.

Please advise Human Resources if you will require accommodation in accordance with the Ontario Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate. We would be pleased to assist you.

We thank all applicants for their interest in this employment opportunity. We will contact those candidates who are invited to participate in an interview.