

Relief Receptionist

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

In keeping with the Canadian Mental Health Association – Cochrane Timiskaming Branch’s mission, the Relief Receptionist is the first point of contact for visitors, clients, contractors, staff, and Board members entering the agency. The Relief Receptionist is responsible for ensuring a welcoming presence in the reception area and for providing clerical services in a professional and efficient manner.

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.
- Bilingual

For a complete job description, please contact Human Resources by e-mail at humanresources@cmhact.ca. This is a permanent part-time unionized position, located in Timmins. 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.

CMHA-CT has a Covid-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health, unless they are approved for a human rights accommodation from CMHA-CT. Compliance with this policy is mandatory for this position.

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.