

## Relief Receptionist

The Canadian Mental Health Association – Cochrane Timiskaming Branch is currently recruiting a Relief Receptionist for its New Liskeard Office.

In keeping with CMHA Cochrane Timiskaming Branch's Mission, Vision, and Values, the Relief 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;
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.

French Language Service Designation: Bilingualism, English and French, is required. In accordance with our designation under the French-Language Services Act, if no bilingual candidates (both internal and external) meet the qualifications of the position, English-speaking candidates may be considered.

For a complete job description, please contact Human Resources by e-mail at [humanresources@cmhact.ca](mailto:humanresources@cmhact.ca). This is a permanent casual 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](mailto:humanresources@cmhact.ca)

**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.**

For more about the Canadian Mental Health Association – Cochrane Timiskaming Branch and the important work we do, visit us at [www.cmhact.ca](http://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.*