



Canadian Mental
Health Association
Cochrane-Timiskaming

JOB POSTING

Competition #: 2024-05

Vacant Position: Receptionist

Employee Group: OPSEU Local 631

Work Location: New Liskeard

Status: Permanent Full-Time

Rate: \$20.18 - \$22.64

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.

Posting Period: January 17 – January 27, 2024

Inquiries:

humanresources@cmhact.ca

Please send resumés to:

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.

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.

Receptionist

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

In keeping with the CMHA Cochrane Timiskaming Branch's (CMHA-CT) 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. French and English language proficiency at an advanced level or higher;
2. Minimum Grade 12;
3. Diploma from a college-level secretarial arts program is preferred;
4. Demonstrated proficiency with Microsoft applications such as Outlook, Word, Excel;
5. Demonstrated clerical skills;
6. Ability to respond to individuals from diverse backgrounds in a professional manner;
7. The ability to provide services according to a work schedule determined by the employer and according to the needs of the individuals served.

CMHA Cochrane-Timiskaming actively seeks candidates who are First Nations, Métis, Inuit, and urban Indigenous; Francophone; Black and racialized; members of 2SLGBTQIA+ communities; trans and nonbinary; and disabled.