

FAMILY SERVICES of the NORTH SHORE

Contract Position

Position: On-Call Receptionist
Position #: 16-1153
Reports To: Office Manager
Location: North Vancouver Office
Closing Date: When filled

The Agency:

Family Services of the North Shore is an accredited, not-for-profit, community based organization which provides counselling, education and support to those living or working in North & West Vancouver, Bowen Island and Lions Bay. Family Services of the North Shore also provides province-wide programming in the prevention of eating disorders.

The Position:

As the On-call receptionist you will be responsible for greeting clients, answering in-coming phone calls, distributing mail, collecting and receipting client fees, providing administrative support to various office departments, and assisting staff with office equipment and procedures as well as additional administrative duties.

You will work on an as-needed basis when the regular receptionist is absent from the office. You must be available on short-notice on occasion as well as on a scheduled basis. Reception is open from 8:30AM to 7:30PM Monday – Thursday as well as Fridays from 9:00-5:00. You must be available to work all of our reception shifts:

Monday –Thursday 8:30-4:00
Friday 9:00-5:00
Monday – Thursday 4:00-7:30.

The Candidate:

You are a talented receptionist and office administrator, with at least one year of office experience. You are comfortable with technology and have experience working with Microsoft office. You are able to juggle myriad tasks and the needs of a diverse client base in a pleasant, professional and non-judgemental manner. You also have a clear understanding of privacy and client confidentiality. Familiarity with databases would be considered an asset, as would previous experience working in a not-for-profit agency.

Language proficiency in Farsi or another language in addition to English would be considered an asset.

Please respond in confidence to:

Kathleen Whyte

Manager of Human Resources

Careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.