



**Job Title:** Permanent Front Desk Receptionist  
**Hours required:** Full Time, 35 hours/ week  
**Organization:** SIGN, Society for The Involvement of Good Neighbours  
**Program:** SIGN on Broadway  
**Start Date:** August 31, 2020

### **Job Summary**

**The Society for the Involvement of Good Neighbors (SIGN)** is seeking a **Front Desk Receptionist** to provide clerical support to the SIGN programs housed at SIGN on Broadway. The Front Desk Receptionist will work collaboratively with Program Managers and staff to manage a variety of clerical, administrative and support services for the programs involved.

#### **The successful candidate should have the Education and Professional Experiences of:**

- A degree or diploma in Office Administration or a related field.
- A minimum of one (1) year experience working in a fast-paced office environment
- A clean Criminal Records Check and Vulnerable Sector Check from RCMP
- Superior attention to detail
- Superb organizational skills
- Effective time management ability

#### **And the assets and abilities, inclusive of (but not limited to):**

- Ability to adapt to new technology
- Ability to deal with all people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing in a positive and supportive manner
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Ability to de-escalate potentially abusive/violent situations if needed
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Strong writing, editing, and proofreading skills
- Superior telephone manners and strong interpersonal skills
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment

#### **Please send resume complete with three references and covering letter to:**

SIGN  
Attn: Marlene Markham  
345 Broadway Street West  
Yorkton, SK S3N 0N8  
Fax: 306 786 - 9426  
Email: [m.markham@signyorkton.ca](mailto:m.markham@signyorkton.ca)

Job posting closing date: August 7<sup>th</sup>, 2020