



Job Title: Permanent Casual Front Desk Receptionist / Dispatcher
Hours required: Hours on an as needed basis
Organization: SIGN
Program: Administration
Service Delivery Area: Yorkton
Employment Term: Start ASAP

Job Summary:

The Society for the Involvement of Good Neighbors (SIGN) is seeking a casual Front Desk Receptionist to provide clerical support to SIGN's programs. 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

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

- Ability to deal with 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 respectfully manage hard to deal with clients, as well as those with disabilities
- Ability to de-escalate potentially abusive/violent situations and call RCMP 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

In the following working conditions:

- Operation of desktop computer and peripherals
- Extended periods of sitting
- Interaction with employees, management, and the public at large
- Working in a busy office environment with frequent interruptions

Please send resume complete with covering letter and three (3) references to:

Christie Ockochinski
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Job posting closing date: Open until filled.