



Job Title: Permanent Casual Front Desk Receptionist
Hours required: Hours on an as needed basis
Organization: SIGN
Program: SIGN on Broadway
Service Delivery Area: SIGN on Broadway
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 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. This position is also responsible for reception duties related to the Walk-In Counselling Clinic

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:

Alan Sharp, Director of Operations
#101 – 345 Broadway Street West
Yorkton, SK S3N 0N8
Fax: 306 783 - 9426
Email: a.sharp@signyorkton.ca

Job posting closing date: Open until filled.