



RECEPTIONIST CASUAL

Catholic Family Services of Hamilton (CFS) is a nonprofit, multi-service agency providing counselling, case management, education and support to families, couples and individuals living in Hamilton, Halton and the surrounding area. We offer a warm, collaborative, and mission-focused work environment that will provide you with the opportunity to have a lasting, positive impact on your community.

In the casual Receptionist role, you will be responsible for the initial contact with all clients and visitors to our Counselling Centre. You will be required to work two evening shifts per week, and day shifts as needed, along with Saturday shifts. Opening and closing reception, you will answer and direct calls to the appropriate staff member, distribute forms and materials to clients, collect program fees for service and donations, manage petty cash, issue receipts, and balance fees and payments at the end of the day.

Maintaining a clean, and organized reception area you will create a welcoming environment. Stocking reception printer-copiers with paper, delivering incoming and outgoing mail and receiving and delivering shipping packages you will play a vital role in streamlining office administration. Assisting staff with room bookings, you will also support meeting and event preparations.

This position requires a highly organized, self-directed, and detail-oriented individual with post-secondary education in Office Administration and 1-2 years of experience in administrative support, preferably in a similar industry (e.g., social work, medical, or mental health). You have knowledge and understanding of community resources and can work independently in a fast-paced environment.

You have outstanding communication and customer service skills; you excel in empathetic and active listening skills and understand the responsibility regarding confidentiality and boundaries. You are proficient with Microsoft Office programs and have a keen attention to detail. Proficiency in French language is an asset. Must be available for day, evening and weekend work.

How to apply:

Please reply with a letter of intent and resume to:

Human Resources Coordinator
Catholic Family Services of Hamilton
460 Main St. E Unit 404
Hamilton, ON L8N 1K4
Email: hresources@cfshw.com

Closing Date: Friday, August 12, 2022

All communications will be held in strict and professional confidence. CFS would like to thank all applicants for their interest; however, only those being considered will be contacted.

CFS is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer. We welcome applications from Indigenous persons, visible minority group members, women, persons with disabilities, and LGBTQ2S+ and others who contribute to greater diversity of perspectives.

CFS is committed to inclusive, barrier-free recruitment and selection processes, and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.