



Receptionist/Administrative Support

Sonshine Community Services Mission Statement

Motivated by our Christian faith, our mission is to help women and children transform their lives. We envision a community where women and children live safely in healthy communities.

General Description of Position

This is a full-time position (35 hours per week), Monday to Friday to provide clerical support, reception duties and monitor building security.

Responsibilities

- Receive incoming telephone inquiries, direct calls to appropriate staff member and/or record and deliver messages as necessary
- Deal with the general public as a representative of the agency in a supportive and helpful manner, both thorough direct contact and on the phone
- Monitor and be responsible for door security
- Organize, maintain efficiency and orderliness of work station
- Provide clerical support to staff
- Provide human resources and administrative support to the Sonshine Management team
- Manage, maintain and administrate Gift Works database

Qualifications

- Minimum of two years of reception experience
- Excellent computer skills including word processing, data entry, and expertise in Outlook, Word and Excel
- Demonstrated strong interpersonal, communication and organizational skills
- Ability to work flexibly as part of a team
- Ability to work with minimal supervision
- Ability to maintain high motivation and enthusiasm in a fast-paced environment
- Familiarity with Outcome Tracker evaluation system an asset
- Previous work experience in social services or related agency an asset
- Previous experience with Gift Works an asset

Requirements

- Police and Child Welfare security checks

Salary to commensurate with education and experience

Please submit resume and cover letter no later than July 11th, 2018 to:

Marvolyn Johnson, Team Lead – Residential Services
Sonshine Community Services
Box 34067, RPO Westbrook
Calgary, AB T3C 3W2
Email : mjohnson@sonshine.ca Fax: (403) 287-2194

Sonshine Community Services is an equal opportunity employer.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.