



GLEN HILL TERRACE

A DURHAM CHRISTIAN HOMES COMMUNITY

Glen Hill Terrace

Receptionist – Part time

Shifts available 4pm-9pm every other weekend and call ins, as available

Mission:

DCH is a welcoming community providing exemplary care and services.

Position Summary:

Candidates are invited to apply for this position to work at our Glen Hill Terrace location, a 160-bed long-term care facility, located in Whitby, Ontario. Under supervision, performs a variety of accounting functions, clerical and receptionist duties associated with the daily operation of an effective business office.

Qualifications:

Grade 12 diploma and/or Business Office diploma.

Major Responsibilities:

1. Maintain departmental files and records, including correspondence, forms, and routine office records and reports.
2. Receive incoming mail and co-ordinate distribution, and process outgoing mail.
3. Answer telephone, greet visitors, receives routine inquiries in person and by phone, relaying calls and messages to the appropriate personnel.
4. Ensure that work station is safe and adhere to Occupational Health and Safety requirements.
5. Oversee guests signing in, hand sanitizing
6. Responsible for shift call ins and replacing staff according to protocols, procedures and collective agreements;
7. Be sure each and every walk-in is greeting with 100% customer service
8. Perform other related duties as may be assigned by the immediate supervisor.
9. Other duties as assigned.

Knowledge

Must have an excellent knowledge of office procedures including general Bookkeeping and experience in handling cash preferred. Must be mature, have excellent customer service skills, good command of the English language and experience with Microsoft Office (Word, Excel, Outlook) and multiline telephone experience.

Deadline date: Ongoing

Interested applicants may forward their resume in confidence by e-mail to careers@dchomes.ca; or by mail to Human Resources, Durham Christian Homes 200 Glen Hill Dr. S. Whitby, ON L1N 9W2

We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.

www.dchomes.ca