

Receptionist/Typist

COMMENCING: As soon as possible

HOURS: Monday through Friday, 8:00 to 4:00 pm.

POSITION DESCRIPTION:

The incumbent will deal with a variety of staff internally and a great variety of external contacts and inquiries by telephone. The candidate will be responsible for incoming telephone calls during normal working hours, logging all incoming calls on appropriate forms, distributing calls to appropriate persons and maintain client database for the program ensuring all intakes, discharges and relevant information is entered.

REQUIRED AND PREFERRED QUALIFICATIONS:

- The candidate must be self motivated and well organized with the ability to type 60 words per minute.
- Minimum Grade 12 education
- Excellent verbal, written and social skills.
- Knowledge of Indigenous heritage, culture, spirituality, customs and language will be considered an asset.

APPLICATION PROCEDURE:

Interested persons must submit a resume and a letter of interest at Jeand@bhf.ca or by fax at 204-269-8049.

IMPORTANT NOTES RELATING TO YOUR APPLICATION:

- Offer of employment with the Behavioural Health Foundation will be subject to the results of a Criminal Record Check and a clear report from the Child Abuse Registry.

We thank all applicants for their interest; however only those selected for further consideration will be contacted.