



ADMINISTRATION - Receptionist

Sundre Seniors' Supportive Living Facility in Sundre, AB



JOB TITLE: Administration - Receptionist (Full-time, eligible for benefits).

POSITION NO: (SSL 33 - FT Reception) Minimum of 20 scheduled shifts and 120 hours per 28-day rotation, 0.75 FTE. Shifts may be subject to change, as scheduling requires.

EFFECTIVE DATE: As soon as possible.

SALARY RATE: As per the MVSH salary schedule.

MAIN DUTIES:

- Under the direction of the Site Administrator.
- Performs general office duties including data entry, supply ordering and inventory management, assisting with personnel and accounts payable functions, and coordinating incoming and outgoing mail.
- Provides customer service and telephone reception.

QUALIFICATIONS:

1. A positive rapport with seniors, friendly and helpful team player.
2. A flexible, willing and positive attitude.
3. A high standard of hygiene and personal appearance.
4. Advanced computer skills with proficiency in MS Office.
5. Knowledge of accounting and office procedures normally acquired through post-secondary education and/or related experience preferred.
6. Must have a clear and current vulnerable sector check.

CLOSING:

Until a suitable candidate is found.

FORWARD RESUME TO:

Marie McMullen
HR Coordinator, Recruitment
Mountain View Seniors' Housing
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We thank all applicants for their interest, only those selected for an interview will be contacted.

Our Vision - We enhance lives by providing quality care and self-sustainable living through innovative leadership.

