



## CASUAL RECEPTIONIST

Sundre Seniors' Supportive Living Facility in Sundre, AB



**JOB TITLE:** Casual Receptionist.

**POSITION NO:** (SSL 51 – Casual Reception) On call for vacation and sick coverage.

**EFFECTIVE DATE:** As soon as possible.

**SALARY RATE:** As per the MVSH salary schedule.

### MAIN DUTIES:

- Under the direction of the General Manager the Receptionist provides general office duties, customer service, telephone reception and completes special projects and assignments for the Site.

### QUALIFICATIONS:

- A positive rapport with the public, friendly and helpful
- A flexible, willing and positive attitude
- Must be dependable, reliable and trustworthy
- Must be proficient with MS Office
- Administrative background and education beneficial to the role
- Completed current First Aid and Cardiac Pulmonary Resuscitation (Heart Saver) Must be renewed every three years.
- Must have a clear and current vulnerable sector check

### CLOSING:

Until a suitable candidate is found.

### FORWARD RESUME TO:

Leslie Clarke  
Manager of Human Resources  
Mountain View Seniors' Housing  
hr@mvsh.ca  
Phone: 403-556-2957 ext 722  
Fax: 587-796-0776

*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.

