

Job posting, External

Job title:	Receptionist and Administrative Assistant
Classification:	B
Salary:	\$24.15 - \$25.63
Start / End Date:	ASAP, to March 31, 2025, with possibility of extension
Hours:	35 hours per week
Reports to:	Executive Assistant
Posting Date:	July 15, 2024
Reference Number:	CLU-2024-22
Deadline to apply:	Until filled

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number.

CultureLink is a settlement and community organization with 35 years of experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

Job Summary:

The Receptionist and Administrative Assistant performs reception and administrative duties at the CultureLink main office, 2340 Dundas Street west, Suite 301, and may be required to assist other CultureLink sites. This site includes office space for over 70 employees, meeting rooms for stakeholder meetings, newcomer clients and program space for group activities and public events. The Receptionist and Administrative Assistant supports the Executive Assistant and provides centralized administrative support as needed.

In-person work is required. The Receptionist and Administrative Assistant must be proficient with Microsoft Office and online tools (for example Zoom, Google Meets, Canva, etc.), and able to support staff and clients, when required, in the use of technology.

Maintaining positive relationships with CultureLink colleagues and external partners is essential to CultureLink's success. All agency staff are also expected to perform outreach and marketing activities; support each other and to collaborate on agency-wide events.

Duties

- Create welcoming environment by greeting visitors, ascertain nature of business and direct visitors to appropriate personnel
- Answer in person, telephone and electronic inquiries, tracking, generating and analyzing reports for service efficiency
- Appropriate maintenance of sign-in process, filing, and reporting calendar and room bookings
- Order office supplies and maintain inventory

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Set up and maintain manual and computerized information filing systems
- Record and prepare minutes of meetings
- Supervise and train office staff in procedures and in use of current software
- Support organization of events
- Other duties as assigned

Required Competencies

- Physical demands: sitting at a desk and using a computer for 50% of the workday; lifting; working in an open office; and strong hearing acuity to manage incoming and outgoing calls.
- Non-physical work-related capacities: following a schedule, maintaining attendance/punctuality; occasional deadlines; variety of tasks
- Social/Emotional demands: teamwork; relationship/network-building; working closely with the public, co-workers and supervisor
- Cognitive/mental demands: attention to detail; multitasking; organizational ability/time management, adaptability, sound judgement

Qualifications

- Post-secondary diploma or degree in an administrative, social service or business field is required, or equivalent combination of education and experience
- 1-2 year of relevant work experience
- Satisfactory Vulnerable Sector Screening within the past six months
- Excellent interpersonal skills, time management, problem solving and ability to work in a fast pace environment
- Fluency in languages other than English is an asset
- Strong oral and written communication skills in English
- Facility using digital outreach tools and social media (i.e. Instagram, Facebook, Twitter)
- Competency in Word, Excel, Outlook, power point, MS teams, and Internet
- Experience working with databases, presentation tools an asset
- Must be authorized to work in Canada