

## **FAMILY SERVICES of the NORTH SHORE**

### **Job Posting**

---

Position:	Evening & Saturday Receptionist
Position #:	18-1179
Location:	North Vancouver Office
Closing Date:	May 6, 2018

---

#### **The Agency:**

Family Services of the North Shore is an accredited not-for-profit, community based agency committed to making a lasting and deep impact on our community through counselling, support, education and volunteer programs.

As a valued member of the staff, you will have the opportunity to work for an organization that respects its employees, values work / life balance and provides a workplace where interactions are carried out in a spirit of collaboration, cooperation and communication.

#### **The Job:**

As the evening and Saturday receptionist you will be responsible for greeting clients, answering in-coming phone calls, distributing mail, collecting and receipting client fees, updating the Agency's client database system, providing administrative support to various office departments, assisting staff with office equipment and procedures and other related duties.

Your hours of work will be Monday – Thursday from 4:00-7:30 all year and Saturdays from 9:00-1:00 September – June (possibly changing to all year in the future).

#### **The Candidate:**

You are a talented receptionist and office administrator, with at least one year of office experience, preferably as a receptionist. You are able to juggle myriad tasks and the needs of a diverse client base in a pleasant, professional and non-judgemental manner. You have a clear understanding of privacy and client confidentiality. You have experience with data entry and databases as well as Microsoft office.

Language proficiency in Farsi or other languages in addition to English is an asset as is previous experience working for a not-for-profit.

Family Services of the North Shore is committed to creating a diverse work force. Persons of diverse cultures and backgrounds are encouraged to apply and, if you so choose, to identify yourself as such.

Please respond in confidence with resume and cover letter to:

*Kathleen Whyte*

*Senior Manager of Human Resources*

[Careers@familyservices.bc.ca](mailto:Careers@familyservices.bc.ca)

*While we thank all applicants for their interest, only short-listed candidates will be contacted.*