



Association canadienne
pour la santé mentale
Kootenays
La santé mentale pour tous



Job Title: Receptionist – Termed

Location: Cranbrook

Wage: BCGEU General Services Agreement Grid 5 Step 1 \$22.94

Hours: Monday through Friday 10am-12pm and 1pm-3pm, excluding statutory holidays. Position is termed part-time until the return of the medical incumbent.

Closing Date: January 6 2025

JOB SUMMARY: The Receptionist provides a variety of reception and general clerical assistance for all programs within the Association. Maintains various records, files and related filing systems. Responsible creating and updating brochures, agency phone lists, business cards, etc; answers the phone and responds to in-person inquiries; operates and supports staff with a variety of office equipment (phone, fax, printer); and reports to the Operations Manager.

Qualifications:

- Grade 12, plus post-secondary courses in secretarial training or office administration of up to one (1) year.
- Six (6) months recent related experience
- Or an equivalent combination of education, training and experience.
- Well-developed planning, organizing, controlling and administrative skills.
- Current BC Driver's License and clean driver's abstract.

Key Duties and Responsibilities:

- Greets individuals entering the organization in a professional and friendly manner.
- Provides telephone reception on behalf of all departments, forward calls appropriately, and responds to messages as appropriate.
- Assists individuals with applications
- Distributes and posts printed information
- Performs basic data entry functions such as inputting information into databases and contact lists; maintains and updates filing, inventory and mailing lists.
- Provides word processing, data input and typing support such as correspondence, meeting minutes, forms and person served information; drafts routine correspondence such as thank you letters, person served appointment letters and internal memoranda.
- Designs, creates and updates templates and newsletter for documents using computer software programs such as Publisher, WordPerfect, PowerPoint and MailChimp.
- Files source documents; maintains and updates the organization's files and filing systems.
- Prepares, updates and prints program brochures, business cards, etc. Ensures supplies of up-to-date handouts and resource materials are available and keeps Agency phone list current and supplied to departments.
- Operates and supports staff in the day to day use of a variety of office equipment such as phone, printers, copier, fax and explains program functions.
- Monitors, orders and receives office supplies.
- Performs other related duties as required.

Applicants can submit resume to:

reception@cmhakootenays.org Subject: Receptionist



CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted.