



Position #1081 Receptionist 3 Month Term

- 3 month term position with potential to extend or become a full time position

Responsibilities

- Respond to telephone, email and in-person inquiries from clients and other parties in a professional manner
- Refer all inquiries to the appropriate individuals, departments, communities across the agency
- Type forms, letters, reports and memos, as necessary
- Arrange and book meetings in boardrooms and other locations, ensure the appropriate presentation equipment is there
- Prepare packages for board of directors meetings
- As a first point of contact, present a positive and professional image of the agency to all visitors, inquiries and other interactions

Hours of Work: Monday to Friday, 8:30 am to 4:30 pm with 1 hour, unpaid lunch, 35 hour week

Location: position is located in Winnipeg, Mb

- minority candidates are encouraged to apply

Salary: \$14.00 to \$15.00p/hr, depending on experience and qualifications

Please email your resume and references to twestwood@westwoodemployment.com