

Employment Opportunity

Receptionist

Youville Home, St. Albert



Covenant
Health

*Compassionate care led
by Catholic values*

Job Classification

Receptionist
Casual
FTE: 0.00

Date Opened: January 30, 2012

Date Closed: February 6, 2012

Salary Range: \$15.82 to \$17.80 per hour
as per the AUPE Collective Agreement

Department: Administration

Hours of work: Various Day shifts (7.50 and 7.75 hour shifts)

Responsibilities

Reporting to the Administrative Assistant/Coordinator, the Receptionist is responsible for answering incoming telephone calls and directing them to the appropriate department; overhead paging, making status announcements during emergency and fire procedures; opening, dating, sorting and distributing incoming mail; posting outgoing mail; preparing daily reports; distributing faxes, entering MAXIMO work orders, producing staff and resident newsletters; assisting the Administrative Assistant and all departments with developing and typing forms, typing minutes, etc. The Receptionist is also responsible for greeting and responding to visitor inquiries, monitoring the front door; petty cash and other related duties as required.

Qualifications

- Grade 12 Diploma or equivalent required.
- Must have sufficient educational background to effectively carry out duties
- Experience working in a Clerical/Support role in a Health Care setting preferred.
- Proficient in Microsoft Office (Word, Excel and Outlook) required.
- Strong organizational skills, ability to prioritize.
- Must conduct oneself in a courteous and professional manner with all residents, families, staff, volunteers and all others.
- Ensures discretion and honesty.

Who can apply: Open to public

Position Number: REC I

WHEN APPLYING: Please submit completed application and/or résumé by 2400 hours on the closing date, quoting the Competition Number to:

Human Resources
Youville Home
9A St. Vital Avenue,
St. Albert AB, T8N 1K1
FAX: 780-459-4139
E-MAIL: youvillehr@covenanthealth.ca,

PLEASE NOTE:

Only those candidates selected for an interview will be contacted.

All employees new to Covenant Health must provide a criminal records check.

Covenant Health is committed to an inclusive work environment and encourages all qualified individuals to apply

We thank you in advance for applying with Covenant Health.