



Little Mountain Neighbourhood House Society

3981 Main Street, Vancouver, B.C., V5V 3P3

Phone: (604) 879-7104 Fax: (604) 879-7113

Job Posting Receptionist casual (union position)

Overview

Little Mountain Neighbourhood House Society (LMNHS) is an integral part of the Little Mountain/Riley Park for the past 46 years, providing free or low-cost social support programs for seniors, adults, families, children, and youth. Rooted in social justice values, we facilitate social connectedness and target our programs to the whole community. LMNHS provides social, educational, cultural and recreational programs and initiatives that strengthen Neighbourhood life for a diverse group of community members.

The Receptionist is responsible for providing a variety of reception and general clerical assistance duties; maintain various records, files and related database systems.

- Report to the Finance Director

Key Responsibilities and Duties

- Answer phone and in-person inquiries and routes visitors to appropriate staff if required
- Respond to routine queries with regard to the organization and services provided
- Sort incoming and outgoing post and courier mail; maintain a log of mail traffic
- Provide typing support to staff members as required; Operates a variety of office equipment including computers, copiers, printers, facsimile and other equipment
- Ensure that reception area is maintained in a clean and tidy manner and that supplies are in stock
- Maintain room bookings/rentals and van bookings/rentals, logs and records in conjunction with the Accounting and Administration Assistant
- Prepare, check, and process standard documents; Maintain various databases, logs or other records as required
- Research and arrange of office supplies and equipment
- Perform other related duties as assigned

Qualifications, Skills and Experience

- Completion of Grade 12
- Completion of secretarial courses and/or Office Administration courses at a post-secondary level or the equivalent education and experience an asset
- Second language an asset
- Good communication and organizational skills
- Purchasing experience and vendor relations an asset

To apply send your cover letter and Resume to Claudia Cao at claudiac@lmnhs.bc.ca by **Aug 2, 2024**.

Pay rate: \$19.94

Only shortlisted applicants will be contacted.