



**Job Title:** RECEPTIONIST - SECRETARY  
**Department:** Administrative Department  
**Salary Range:** \$12.00 to \$14.00 Hourly – 40 hours per week  
**Position Type:** Permanent, Full-time  
**Job Posted On:** Tuesday, January 2, 2006  
**Job Posted Until:** Friday, January 13, 2006 – 4:00 p.m.

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### Job Description

- Greet people and direct them to contacts or service areas
  - Obtain and process information required to provide services
  - Operate switchboard or telephone system
  - Answer, screen and forward telephone calls
  - Record and relay information
  - Schedule and confirm appointments
  - Perform clerical duties, such as filing and sorting and distributing mail
  - Provide basic information to clients and the public
  - Data entry
  - Maintain records
  - Order office supplies
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### Required Qualifications

- Completion of high school, Some college/CEGEP/vocational or technical training
  - 1-2 years experience
  - Experience with a switchboard with 1-25 lines
  - Experience in Windows, electronic mail, electronic scheduler, word processing software, spreadsheet software, database software, Internet browser
  - Knowledge of general office equipment
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### How to Apply

**Contact:** Helen Smith, Human Resources Manager  
**By Mail:** 123 Front Street, Suite 8, Somewhere, ON K8B 1G7  
**In Person:** 123 Front Street, Suite 8, Somewhere, ON K8B 1G7  
**By E-mail:** smith\_helen@abccompany.ca  
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**By Fax:** (613) 123-9876

*ABC Company values diversity and is an equal opportunity employer.  
While we thank all those who apply, only those to be interviewed will be contacted.*