

Job Posting #:

Job Title: RECEPTIONIST - 543164

Department: Recreation & Culture

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Manager of Administration, this position will be responsible for general office functions and various counter reception responsibilities including maintenance of statistical records and files; typing, word processing and telephone inquiries. Accepts registration at the counter for different programmes accepts payments and prepares receipts. Assists in booking and reserving facilities and issuing of picnic permits. Receives and records customer service requests in appropriate application systems. Opens, sorts, and distributes mail to appropriate personnel. Distributes job postings for the service units. Processes outgoing mail and maintains postage machine and postage account. Responsible for the daily runs to City Hall. Maintains amiable relations with the public and fellow staff. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience dealing with the public in a computerized office environment using the Microsoft Suite of Products (Word, Excel, Outlook, etc);
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a minimum typing speed of 40 wpm;
- Must have experience using office equipment such as faxes, copiers, etc;
- Must possess strong oral and written communication skills;
- Must have the ability to work under pressure and converse diplomatically on the phone and in person;
- Must be knowledgeable of the geographical layout of the Windsor area including main thoroughfare;
- Knowledge of and experience with the Class and EIS computer programs will be considered an asset;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a sedentary level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.