



The Long Point Region Conservation Authority is currently recruiting for:

RECEPTIONIST

Posting Date: October 18, 2024

Closing Date: November 3, 2024

Job Status: Full-Time

Department: Corporate Services

Rate of Pay: \$23.23/hr - \$28.52/hr

Hours of Work: 35 Hours/Week

Posting No.: 078-24

Position Summary:

Long Point Region Conservation Authority (LPRCA) is seeking a Receptionist to undertake customer service, clerical & front desk duties at our main office. Reporting to the Manager of Corporate Services the successful candidate will be friendly, perceptive, and possess the ability to deal with difficult situations/customers providing accurate information in a timely manner.

Qualifications:

- Secondary School completion or equivalent.
- Post-secondary School in office or business administration an asset.
- Good verbal and written communications skills with strong attention to detail.
- Good interpersonal, conflict management and problem-solving skills.
- Ability to plan, organize and manage work with minimal supervision and complete assigned duties within timelines.
- Ability to multi-task and work cooperatively in a team environment.
- Considerable experience and proficiency in all applications of the Microsoft Office suite of programs including Word, Excel, PowerPoint and Outlook.
- Ability to deal courteously with the general public, municipal partners, organizations and all levels of staff and stakeholders.
- Experience creating and formatting documents, reports, charts and presentations.
- Ability to work independently as required.
- Experience with taking and handling payments on a Point of Sale system.
- Ability to handle confidential and sensitive information with discretion and tact.
- A satisfactory police records check is required.

Responsibilities:

- Provides customer service by responding to general inquiries and information requests in person, on the phone, or via email.
- Answer and direct phone calls as appropriate in a timely, polite manner.
- Receives and records payments, and balances and completes the bank deposits.
- Prepares, sorts, processes, collects, opens, distributes and delivers mail.
- Manages incoming and outgoing correspondence.
- Operates office equipment and computer, utilizing a variety of skills, applying speed, skill, and accuracy.
- Responsible for ordering and maintaining appropriate level of office supplies for the day-to-day operations of LPRCA.
- Provides support for Park Operations and Administration.

- Maintains filing and retrieval system for records/documents.
- Provides word processing, photocopying, faxing and filing support.
- Data entry using Excel.
- Provides backup assistance as required for various administrative functions.
- Other clerical duties as required.

Location/Working Conditions:

- Tillsonburg with some travel.
- 35-hour work week (Monday – Friday 8:30 a.m. – 4:30 p.m.).
- Extra hours may be required to meet deadlines or attend meetings and/or special events.

Benefits

- Participation in OMERS defined-benefit pension plan.
- Comprehensive benefits package.
- Free access to Conservation Ontario parks.

Application Deadline: 11:59 p.m. on Sunday, November 3, 2024

To apply: Please send your cover letter and resume in a single PDF or MS Word document by email to hr@lprca.on.ca (Subject: 078– 24 Receptionist).

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.