



**Canadian Mental
Health Association**
Brant Haldimand Norfolk
Mental health for all

**JOB POSTING (Internal/External)
2024-26
Receptionist – Part-time Casual (Relief)**

We are presently accepting applications from qualified individuals to fill the following position:

**RECEPTIONIST
Part-Time Casual (Relief)**

To provide occasional & periodic coverage for the Administrative Assistants during regular business hours
(8:30am-4:30pm) Mondays to Fridays at our Simcoe and/or Brantford offices
WAGE: \$17.71/hr - \$18.46/hr (per Collective Bargaining Agreement)

Common duties:

- Answering phones and redirecting calls & inquiries to the appropriate staff
- Greeting visitors and clientele in a professional and friendly manner
- Receiving email, mail and faxes and redirecting appropriately
- Directing referrals, intakes and inquiries to appropriate parties
- Assisting visitors with referral forms and procedures
- Typing and/or photocopying of documents
- Agency data and information sharing
- Filing and updating records
- Receive and record payments as per established procedures
- Ensure confidentiality related to all data and records during completion of duties

Full job description available upon request.

Experience and/or education in office reception/administration preferred.

Additional Preferences & Qualifications:

- Excellent interpersonal, verbal and written communication skills;
- Strong organizational and computer skills;
- Experience in Microsoft Windows and Microsoft Office;

Applications (by email or letter) may be directed to:

Cindy Kemp-Wonzo, Manager

Email: cindy@cmhabhn.ca

Application Deadline: Friday, September 13, 2024 @ 4:30pm

Please specify your availability for coverage at either the Brantford and/or Simcoe office locations