



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

**Part-time Front Desk Reception
Internal Job Posting
Posting period Aug. 31 – Sept. 7, 2022**

South Vancouver Neighbourhood House is seeking a part-time front desk receptionist. Must be available to work Monday to Friday from 8:45am to 1:45pm. This position will be of interest to individuals who enjoy working with the public and handling a variety of tasks in a busy non-profit environment.

Job Overview:

Reporting to the Office Manager, this position is responsible for:

- Creating a warm and welcoming environment
- Front line reception, including answering phones and providing information about our programs and referrals to other community resources
- General office support, such as cash handling; program registration; managing calendars; maintenance of electronic and paper filing
- Training and supporting office volunteers; managing monthly volunteer schedule
- Participating in and helping with setup of House-wide events and staff workshops as requested
- Maintaining database by entering new memberships and some volunteer information
- Other duties as requested by the Office Manager

Qualifications:

- High school education
- Experience in reception and or service industry is an asset
- Excellent verbal and written communication skills with highly developed interpersonal skills, tact, diplomacy and flexibility in dealing with a diverse population
- Proficient in MS Office (Word, Excel, Outlook) Google suite, Sumac and other programs as required
- Ability to problem solve and react quickly to situations or inquiries
- Ability to work independently and exercise initiative
- Excellent organization skills, ability to multi-task and meet deadlines
- Second language and experience working in a multicultural environment is an asset
- Clear criminal record check
- Fully vaccinated against COVID-19 unless you are unable to be vaccinated on the basis of a ground protected by applicable law, you may request an accommodation.

Compensation: \$18.10 per hour, plus vacation pay and benefits package

Hours: 25 hour per week

Closing Date: September 07, 2022

Anticipated Start Date: September 12, 2022

Please send cover letter and resume by closing date to: Hiring Committee, jobs@southvan.org

Only short-listed candidates will be contacted for an interview. No phone calls please.

ANHBC is an equal opportunity employer.

Building Better Neighbourhoods Together Since 1977

