

Receptionist / Admin Support Staff

Position Summary:

London Family Court Clinic is looking for an experienced, mature person to staff our reception desk, perform general admin tasks and attend to hospitality needs for client areas. Clients are individuals and families that attend for counselling and / or assessments. Experience in social service setting an asset. The reception workstation is generally not a high traffic area but may be increasing with the addition of new programs.

Start Date: as soon as possible

Compensation Type: \$18.45 – \$21.19 hourly

Responsibilities include but are not limited to:

- document scanning and filing
- replenishing hospitality supplies in waiting area
- data inputting and document prep
- point of sale transactions, payment recording, providing receipts
- preparation of therapy rooms for use by clinicians and clients
- oversee daily calendar bookings
- assistance with event management (fundraising)
- proof reading documents for general distribution
- hard copy file preparation for off-site storage
- other general admin duties

Experience and Qualifications:

- OSSD (required)
- Minimum 2-3 years experience
- Effective communications skills, both verbal and written, and strong customer service skills, with proven ability to deal with the public in a similar setting
- pleasant mannerism when receiving clients and general public
- comfortable with multi-line phone system (automated)
- a quick learner with the ability to understand and perform duties effectively
- must have exceptional attention to detail
- experienced in the use of case management data base an asset
- advanced computer skills in Office 365 including Outlook, Word, Excel, PowerPoint, Adobe Acrobat and experience collecting electronic signatures
- excellent English verbal and written communication skills

Benefits:

- Extended health care, dental, life insurance, LTD
- On-site parking available
- Generous vacation, personal days and sick time benefits
- Pension plan

Schedule:

- 8 hour shift

- Monday to Friday 9:00 to 5:00

Apply by email to: Elizabeth.Lam@lfcc.on.ca with "Experienced Admin Support Staff" in the subject line (pdf or word documents only please). No phone calls please.

Inclusion and Equal Opportunity Employment

We encourage applications from persons of all backgrounds and abilities that feel they are a good match for this work. "Don't meet every single requirement? At LFCC we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles."