



POSITION: On-call receptionist

MOSAIC is seeking individuals looking for **on-call work ONLY**. Position provides coverage when regular receptionist is absent due to vacation, sickness or flex days off. Successful candidate must be able to work 9-5 shifts if called in, but shifts may be as short as 3 hours. Must be able to commit to at least 6 months of availability.

DUTIES

- Answer and direct calls
- Welcome and direct drop-in clients
- Maintain order and cleanliness of reception area
- Collate mail and faxes
- Book appointments, facilities, and equipment
- Send mail and arrange courier deliveries
- Data entry
- Maintain job boards and bulletin boards
- Preparation of refreshment for meetings
- General office duties – including photocopying, filing, faxing, and typing

QUALIFICATIONS

- Reception experience is a **MUST**
- Fluent in English – spoken and written
- Ability to communicate clearly
- Experience in use of MS Excel, Word and Outlook
- General office experience
- Ability to work under pressure
- Excellent customer service skills
- Flexible schedule
- Ability to take shifts on short notice
- Ability to adapt to new locations and situations
- Good memory

ASSETS

- Second language
- Able to work evening shifts
- Previous experience working with newcomers and immigrants
- Previous experience working in a non-profit, multicultural environment
- Knowledge of services offered at MOSAIC

SALARY RANGE

\$14.66 per hour

Please fax résumé and cover letter to Hiring Team at 604-254-3932 or e-mail to oncallreception@mosaicbc.com.

Absolutely **NO** phone calls please.

We thank you for submitting your résumé. Only qualified applicants will be contacted.