

BRIDLEWOOD TRAILS

RETIREMENT COMMUNITY

Riverstone Retirement Communities – Bridlewood Trails

Position: Receptionist

Location: Ottawa, ON

Employment Type: Full Time

Reports to: Office Manager

We're putting a new face on the look of retirement living in Ottawa. Designed and built by Claridge Homes and operated by Riverstone Retirement Communities, our residences offer an unmatched level of comfort, dignity and style. Riverstone Retirement Communities provide a highly respected continuum of care that ensures all residents are happy and healthy in their retirement. They also feature a host of amenities and services, enabling people to create the lifestyle they deserve. Properties include a first-rate team of professional staff offering a selection of care alternatives: independent living, residential care and assisted living. Riverstone Retirement Communities is not stopping there as we are already forging ahead with a number of other retirement opportunities. Our continuously growing team is currently seeking a Part-Time Receptionist to join our Bridlewood Trails Retirement Residence.

QUALIFICATIONS:

Education:

- Grade 12 minimum

Background:

- Minimum of three years' related experience, preferably in the health care industry;
- Secretarial skills and experience with office procedures required;
- Knowledge of business equipment and computer applications, such as MS Office, data entry, etc.
- Bilingualism in French and English necessary

Personal Requirements:

- Work as part of a team
- Capable of adapting to different situations and change
- Patience, tolerance and politeness when responding to residents, visitors, suppliers, etc.

FUNCTIONS:

- Provide full secretarial support for the General Manager and other department managers;
- Provide initial warm welcoming reception and telephone contact with visitors. Provide direction to visitors and callers and/or notify appropriate people as required;
- Maintain daily records such as Resident Evacuation list, assignment of parking spaces, resident checklist, resident telephone list, employee contact list, guest suite reservations, etc.;
- Book hairdressing appointments, esthetician appointments, take maintenance requests, dining room reservations, etc.;
- Observe coming and goings of residents from facility;
- Handle payments from residents or family members;
- Sort incoming mail for distribution to residents and all departments;
- Present a positive image of the residence to the public

To apply please email your resume and references to cgrant@riverstoneretirement.ca