



RETIREMENT COMMUNITY

Riverstone Retirement Communities – Carlingwood

Position: Receptionist

Location: Ottawa, ON

Employment Type: Part Time, Various Shifts

Reports to: Office Manager

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.

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 hr@riverstoneretirement.ca