



## RETIREMENT COMMUNITY

### **Riverstone Retirement Communities – Carlingwood**

**Position:** Receptionist

**Location:** Ottawa, ON

**Employment Type:** Casual

**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 Angel Roberts, [aroberts@riverstoneretirement.ca](mailto:aroberts@riverstoneretirement.ca)

*PLEASE NOTE: INTERNAL APPLICANTS MUST INFORM THEIR MANAGERS ON INTENT TO APPLY*