



**INTERNAL/EXTERNAL JOB POSTING
GREETER/RECEPTIONIST
Full-Time (35 hrs/wk) Indeterminate**

South-East Ottawa Community Health Centre is a non-profit health, community and social services agency. The Centre requires a full-time Greeter/Receptionist to welcome visitors to the Centre, by phone and in person and to facilitate smooth access to programs and services.

You are bilingual, friendly and helpful and give clients confidence in our center and the care they will receive from us. It gets busy around here and we are proud to serve people from all walks of life. Your exceptional interpersonal skills are instrumental in maintaining a calm, welcoming, safe environment.

You value a team-based approach and thrive in an environment where you are able to practice a variety of roles and responsibilities. You are someone who takes initiative and jumps in where needed to keep our Centre running smoothly.

COVID-19 PROTOCOL:

South-East Ottawa Community Health Center requires **ALL** employees to be **Fully Vaccinated against Covid-19**. Individuals who cannot be vaccinated due to **substantiated grounds** (medical and other protected grounds under the Ontario Human Rights Code) **may ask South-East Ottawa Community Health Center to validate the exemption** and request an accommodation for these rare circumstances. If approved, they will be subject to additional health and safety measures.

QUALIFICATIONS:

- Post secondary training in office management, secretarial or a related program or an equivalent combination of experience & education
- A minimum of one years' experience in office administration, preferably in an inter-professional setting & a not-for-profit organization
- Proven skills with databases and computer software, i.e., client/volunteer databases, Word, Access, Outlook, PowerPoint, Excel, etc
- Bilingual (French and English) required, other languages a strong asset
- Strong organizational, time management, oral and written communication skills
- Ability to work independently and as part of a team
- Experience in dealing with vulnerable populations
- Community experience is an asset
- Must provide proof of Covid-19 Vaccination

Salary range: \$34,562 to \$41,168/year plus generous benefits including HOOPP.

Send your application **by 4:00 p.m. Wednesday, August 3rd, 2022 to:**

Human Resources
South-East Ottawa Community Health Centre
<https://seochc.bamboohr.com/jobs/view.php?id=180>

At SEOCHC we are committed to diversity, equity, and inclusion. We welcome applicants with diverse gender identities, sexual orientations, disabilities, and/or ethno-racial status that reflect the broad community we serve.

Thank you for your interest. Only candidates selected for an interview will be contacted. The Centre is committed to employment equity. SEOCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.