

POSITION: Receptionist**JOB POSTING #:****DEPARTMENT:** Recreation & Culture – Admin.**UNION:** 543**POSTING TYPE:****JOB CODE:** 543164**POSTING STATUS:****POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.06**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.25 to \$23.84**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Administration for general office functions and various counter reception responsibilities including maintenance of statistical records and files; typing, word processing and telephone inquiries. Accepts registration at the counter for different programmes accepts payments and prepares receipts. Assists in booking and reserving facilities and issuing of picnic permits. Receives and records customer service requests in appropriate application systems. Opens, sorts, and distributes mail to appropriate personnel. Distributes job postings for the service units. Processes outgoing mail and maintains postage machine and postage account. Responsible for the daily runs to City Hall. Maintains amiable relations with the public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience dealing with the public in a computerized office environment using the Microsoft Suite of Products (Word, Excel, Outlook, etc)
- Must have a minimum typing speed of 40 w.p.m.
- Must have experience using office equipment such as faxes, copiers, etc.
- Must possess strong oral and written communication skills
- Must have the ability to work under pressure and converse diplomatically on the telephone and in person
- Must be knowledgeable of the geographical layout of the Windsor area including main thoroughfares.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's License is required in accordance with the Highway Traffic Act.
- Will be required to complete a post-offer strength test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.
- Knowledge of and experience with the Class and EIS computer programs will be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on July 23, 2013