



# Rural Frontenac Community Services

## Part time Contract for Reception

*Rural Frontenac Community Services is a multiservice hub located in Sharbot Lake. We provide a range of services from licensed daycare, EarlyON, family Counselling, youth services, transportation and seniors programs.*

We are seeking a part time contract reception staff at our Adult Centre, 1109 Garrett Street.

**Position:** Part time contract until March 29, 2024, possible extension  
**Hours:** Up to 21 hours a week plus an option to cover as a supply at Frontenac Transportation Services  
**Rate:** \$18.00

1. To cover front office/reception at the front office
  - Assist walk-in clients
  - Receive clients for staff and tenants
  - Answer phones and make referrals as needed
  - Maintain reception area – update posted flyers and keep area tidy
  
2. Administration
  - Assist staff and clients with copying, faxing and scanning documents
  - Assist with mail outs and billing when needed
  - Update posters and menus for CSS
  - Input data for surveys when needed
  - Other administrative functions as required

### Qualifications:

- Experienced answering phones and problem solving
- Confident and positive attitude
- An understanding of confidentiality and privacy legislation
- Computer literate and knowledge of Microsoft office
- Experience working in a team environment

Please email or drop off a resume with a cover letter indicating which opportunity you are interested in.

Email [louisem@rfcs.ca](mailto:louisem@rfcs.ca) or drop off to 1109 Garrett Street

*RFCS is committed to inclusive recruitment and hiring practices in line with Ontario's Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our goal is to attract, employ, guide and retain a diverse workforce.*