

## **FAMILY SERVICES of the NORTH SHORE**

### **Job Posting**

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Position: Evening Receptionist (Monday – Thursday, 4:00PM-7:30PM)  
Position #: 17-1161  
Reports To: Office Manager  
Location: North Vancouver Office  
Closing Date: August 7, 2017

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#### **The Agency:**

Family Services of the North Shore is an accredited, not-for-profit, community based organization which provides counselling, education and support to those living or working in North & West Vancouver, Bowen Island and Lion's Bay. Family Services of the North Shore also provides province-wide programming in the prevention of eating disorders.

#### **The Position:**

As the evening receptionist you will be responsible for greeting clients, answering incoming phone calls, distributing mail, collecting and receipting client fees, updating the Agency's client database system, providing administrative support to various office departments, assisting staff with office equipment and procedures and other related duties.

You will work Monday – Thursday, from 4:00PM – 7:30PM.

#### **The Candidate:**

You are a talented receptionist and office administrator, with at least one year of office experience, preferably as a receptionist. You are able to juggle myriad tasks and the needs of a diverse client base in a pleasant, professional and non-judgemental manner. You have a clear understanding of privacy and client confidentiality. You have experience with data entry and databases as well as Microsoft office.

Language proficiency in Farsi or other languages in addition to English is an asset as is previous experience working for a not-for-profit.

Please respond in confidence with resume and cover letter to:

Kathleen Whyte  
Manager of Human Resources  
[Careers@familyservices.bc.ca](mailto:Careers@familyservices.bc.ca)

While we thank all applicants for their interest, only short-listed candidates will be contacted.