



Job Posting

Date Posted: **August 17, 2017**

Job Title: **Evening Receptionist/General Office Clerk**
12 hours (Tuesday to Thursday from 5:15 pm to 9:15 pm)

Job Number: **1774**

Department: **Language Training & Literacy Programs**

Classification: **Regular Part-Time- Receptionist/General Office Clerk**

Salary Range: **Grid level 5, \$14.97 (step 1) - \$17.44 (step 4)**
(Starting wage is step 1 effective April 1, 2017)

Start Date: **September 5, 2017**

End Date: **March 31, 2018**

Reports to: **Manager of Language Programs**

The General Office Clerk provides the initial contact with DIVERSEcity Community Resources Society either in person or by telephone. In-depth knowledge of the Society, professional attitude and appearance are key aspects of this position. Primary duties include greeting, directing and redirecting clients and answering telephone calls. Other duties include calling LINC clients when seats are available, registering students, record keeping as well as performing opening and closing procedures at the campuses.

The successful candidate will have Grade 12 completion, strong written and spoken English communication skills, and enjoy working in a multicultural environment. The ideal candidate will possess post-secondary training; have a minimum of six month's experience in customer services. Experience working in funded language programs and non-profits, as well as proficiency in an additional language will be considered assets.

You may be required to work from any of DIVERSEcity Community Resources Society's different locations. If you are interested in this position, please send a cover letter and current resume by **August 25, 2017 before 4 pm**, to:

Anne Yip, Program Admissions Supervisor of Language Programs
DIVERSEcity Community Resources Society
#13455 76 Avenue, Surrey, BC V3W 2W3

E-mail: ayip@dcrs.ca

(Please indicate the position for which you are applying in the subject line of your email)

Website: www.dcrs.ca

No phone calls please.

Please note that only shortlisted candidates will be contacted.

A Criminal Record Check is a requirement of Employment.

DIVERSEcity is an equal opportunity employer. This posting is open to male and female applicants and requires Union membership.