

JOB DESCRIPTION

POSITION:	RECEPTIONIST		
DEPARTMENT:	Recreation & Culture	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543164
HOURS OF WORK:	33.75	GRADE/CLASS:	0.06
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Manager of Administration, this position will be responsible 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience dealing with the public in a computerized office environment using the Microsoft Suite of Products (Word, Excel, Outlook, etc);
- 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 Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a minimum typing speed of 40 wpm;
- 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 phone and in person;
- Must be knowledgeable of the geographical layout of the Windsor area including main thoroughfare;
- Knowledge of and experience with the Class and EIS computer programs will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.