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**EMPLOYMENT OPPORTUNITY
RECEPTIONIST**

Permanent full time, Monday to Friday, 9am – 5pm

Our receptionist will be responsible for both providing general office support with a variety of clerical activities while also assisting in creating a therapeutic environment in the workplace by ensuring all clients and other professionals are welcomed in a warm, engaging and professional manner. A number of the individuals FPS assesses and treats have been in conflict with the law or are at risk of becoming in conflict with the law. Our range of clinical, support, cultural and residential services are geared to support risk management and safe and positive community integration.

Essential functions:

- Greets and checks-in visitors, takes payment and provides receipts, notifying staff of client arrivals and managing the necessary paperwork;
- Answers telephones and directs calls to the appropriate staff, takes and retrieves messages for various personnel;
- Assists staff with setting client appointments;
- Receives, sorts and forwards incoming mail, takes outgoing mail to the mailbox daily;
- Coordinates the pick-up and delivery of express mail and courier services;
- Assists in the ordering, receiving, stocking and distribution of office supplies;
- Assists with basic clerical duties such as printing, photocopying, faxing, file preparation and filing, scanning, collating and maintenance of the client database;
- Keeps the waiting rooms tidy, organized and inviting;
- Prepares light snack trays for meetings and groups as required;
- Maintains coffee/tea/water supplies, dishes and equipment for reception and kitchen areas (ongoing);
- This is largely a sedentary role; however, regular lifting of individual, groups and/or cases of files is required;
- Technical capacity: use of PC's; basic knowledge of Mac's; proficiency with all Microsoft Office programs; openness and ability to learn new programs; and a minimum typing speed of 40wpm with high accuracy; and
- Other administrative duties as required.

This is an entry level position. Recent graduate of an administrative program or one year of administrative experience is required. Knowledge of First Nations culture, spiritual healing traditions and ceremonies and language would be considered an asset. The successful candidate for this position will have verbal and written communication proficiency and a willingness to work in a collaborative manner.

Candidates will be required to complete a criminal record and must be approved to work with a vulnerable population. Salary will be commensurate with academic background and experience. Please submit your resume and cover letter, including salary expectations, to Amanda Meads at employment@fps-ea.com by Friday, April 20, 2018.