

WEST REGION CHILD AND FAMILY SERVICES, INC.

invites applications for a CASUAL RECEPTIONIST DAUPHIN SUB OFFICE



**This position will be considered as casual employment and
will be on a “as-needed” basis.**

Reporting to the Financial Manager/Analyst, this individual will be responsible for providing receptionist duties and general administrative support on a part-time basis.

DUTIES WILL INCLUDE:

- Performing receptionist duties, such as, answering phones, re-directing calls, preparing purchase orders, etc.
- Operating standard office equipment
- Tracking and distribution of office supplies/equipment
- Other related duties as required

QUALIFICATIONS:

- Previous experience in office administration
- Computer training and/or knowledge with Microsoft Word and Excel
- Demonstrated ability to communicate effectively, both orally and in writing, and to meet and deal with people effectively
- Good administrative and organizational skills
- Must be able to work as part of a team

The successful applicant must provide WRCFS with a current Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact Check and Driver's Abstract prior to commencement of employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Public Health Guidelines will apply.

SALARY: Commensurate with experience and training

Please submit resume and cover letter by FAX: (204) 622-5248 or email jobs@wr-cfs.org addressing;
Janice McKay, Financial Manager/Analyst, WRCFS, Inc., P.O. Box 280, Erickson, Manitoba R0J 0P0

DEADLINE FOR APPLICATION: Monday February 5th, 2024

We thank all who apply, however, only those selected for an interview will be contacted.

Scan our QR Code for additional information and our current employment opportunities

