



Child and Family Services of Western Manitoba

Services à l'enfant et à la famille de l'ouest du Manitoba

Job Posting Details

Position Title & Program Area: **Receptionist, Family and Community Development Centre** (613 10th Street, Brandon, MB)

Position Status: Full-time term position until April 2027 Competition Number: 16 / 25

Posting Close Date & Time: Monday, August 11, 2025 at 9:00 a.m. External or Internal: External

Position Summary and Qualifications

Child and Family Services of Western Manitoba is accepting applications for a full-time term Receptionist position; this term position will commence in mid-September 2025 and conclude by April 9, 2027. As this position is to cover a maternity leave of absence, it may expire sooner than April 2027, subject to a minimum two-week notice period.

As a Receptionist, you will serve as a professional and welcoming first point of contact for visitors at the Family and Community Development Centre. Your responsibilities will include promptly notifying staff of visitor arrivals, managing telephone calls via switchboard, and performing clerical duties such as typing, photocopying, scanning, faxing, filing, and coordinating bookings for vehicles and meeting rooms. The successful candidate must demonstrate strong multitasking and prioritization skills in a fast-paced environment, have the ability to take initiative without being prompted or directed, and possess strong computer proficiency with the ability to learn the Child and Family Services Information System (CFSIS) and Intake Module (IM) software in a timely manner. Direct experience in tactfully dealing with escalated individuals is considered an asset.

Hours of work are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a one-hour unpaid lunch break from 12:00 p.m. to 1:00 p.m., totaling 35 hours per week. Wage is based on the CT2 salary scale, currently ranging from \$21.35 to \$24.95 per hour. This position is subject to a six-month probationary period; upon successful completion of the probationary period, the successful candidate will be eligible to enroll in the Agency's comprehensive benefits and pension plans.

Qualifications:

- Graduation from a recognized business program with applicable work experience - completed two-year administrative/ clerical-related program preferred;
- Excellent computer skills, including proficiency in the Microsoft Office suite, Child & Family Services Information System (CFSIS), and the Intake Module software;
- Minimum 60 wpm typing speed;
- Excellent written and verbal communication skills;
- Excellent attention to detail and organizational skills;
- Demonstrated ability to take initiative and work independently with minimal supervision;
- Ability to respect and promote confidentiality;
- Please refer to section below for additional requirements.

Additional Information

Successful completion of a Child Abuse Registry Check, Criminal Records Check (including vulnerable sector), Prior Contact Check, and a Driver's Abstract Check is required. The successful candidate will be responsible for any services charges incurred for the Criminal Record Check; the Agency will pay for the other three security checks.

Please include three references with your application. Two must be employment-related, one being your current or most recent supervisor. The third can be a personal or character reference. The Agency will not contact your references in advance of an interview.

All applicants must be legally entitled to work in Canada.

We thank all applicants that apply but only those candidates selected for an interview will be contacted.