



Formerly known as  
Homestead Christian Care

1430 Main Street East  
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## **JOB POSTING**

### **Receptionist**

**Hamilton, Ontario**

**Closing date for applications: October 13, 2017**

**Position Start Date: November 2017**

**Our Mission:** Indwell is a Christian charity that creates affordable housing communities that support people seeking health, wellness and belonging.

**Hours of Work:** Part-time, weekdays, approximately 24 hours per week.

**Description:** The Receptionist is responsible for reception and hospitality related matters of the main office. The Receptionist assistant provides clerical support to the Resource Centre team.

#### **Duties for this position include but are not limited to:**

- Present a professional, welcoming first contact to all visitors in person, by phone, and through email.
- Organize hospitality related matters of the office: receiving guests to the main office, directing them to appropriate person or meeting room, responding to queries from guests.
- Provide clerical support to resource center staff, i.e. photocopying, faxing, filing, etc.
- Enter data into the donor database. Generate reports and mailings as required. Assist with receiving donations, and providing donor receipts.
- Process and direct internal and outgoing mail.

**Skills:** The successful candidate should demonstrate a positive commitment to team work and the ability to work collaboratively. The ability to work independently, be flexible, organized, and demonstrate initiative are essential. Must be able to maintain good interpersonal relationships and have a genuine interest in supporting people living with mental illness.

Excellent communication skills (reading, writing, speaking and listening) Knowledge of Microsoft Office, and Office 365 is an asset.

**Education/Experience Required:** College education or related experience an asset.

**Remuneration:** \$15.85-18.00 per hour depending on education and experience.

**To apply:** Please send application, including completed application form (found on website), cover letter and resume to Rudy Essegern at [ressegern@indwell.ca](mailto:ressegern@indwell.ca).

Accommodation will be provided in all parts of the hiring process as required under Indwell's Employment Accommodation policy. Applicants need to make their needs known in advance.

Personal information submitted will be used only for employment opportunities within Indwell in accordance with the Freedom of Information and Privacy Act.

We thank you for your interest in this position, however only applicants chosen for an interview will be contacted.