EMPLOYMENT OPPORTUNITY

Receptionist

Competition Number: 26-215

Posting Date:	October 27, 2026	**Closing Date:**	November 6, 2026
Position:	Receptionist	**Department:**	Administration
No. of Positions:	1	**Shift:**	TBD
Hours:	TBD	**Rotation:**	TBD
Status:	Regular Part Time	**Affiliation:**	Non-Union

Under the general supervision of the VP Human Resources, the Receptionist operates a multi-line telephone console; gives routine information to the public; monitors the front entrance; assists with administrative assignments, performs related work as required.

General Reception / Switchboard Duties

- Receives calls and gives information to callers in a friendly and courteous manner; screens and routes calls to appropriate destination;
- Relays messages; obtains and records caller's name, time of call, nature of business, and person called upon;
- Greets visitors; ascertains nature of business and directs visitors or callers to appropriate department or person;
- Maintains a current knowledge of and complies with all the policies and procedures of the Home which are relevant to the job;
- Ensures the reception area is kept clean and tidy.

Safety / Security Duties

- Monitors fire and door panels;
- Performs fire and disaster alarm duties as specified in Fire & Safety Manual;
- Monitors visitors to the Home and notifies proper authority of persons exhibiting questionable behaviour;
- Monitors for anxious or agitated Residents wishing to leave the Home;

Clerical Duties

- Operates office equipment, including computer, photocopier and fax machine;
- Provide administrative support as directed (scheduling, posters, memos, database entries, etc.);
- Performs other duties as assigned by the VP Human Resources or designate.

EDUCATION OR EQUIVALENT KNOWLEDGE

Any combination of education and experience providing the required knowledge and skills is qualifying. Sufficient formal or informal education to assure the ability to read and write English and compute accurate business math at a level required for successful job performance.

QUALIFICATIONS

- Demonstrates ability to operate a multi-line telephone console
- Proficient with spelling, grammar, and punctuation
- Office practices, procedures, and equipment.
- Must possess personal qualities & attitudes that respect & maintain the spirit, dignity and individuality of Residents.
- Demonstrate excellent computer skills.
- Ability to establish and maintain good interpersonal relations by displaying tact, courtesy and patience with residents, staff, visitors and volunteers.
- Accuracy for data entry
- Ability to handle and reconcile cash

PRIOR RELEVANT EXPERIENCE

Three months experience in an organization performing duties comparable to those of a telephone switchboard operator and/or general clerk/typist.

Open to: All staff who meet qualifications	**Hourly Rate: $22.75**

Interested applicants can apply via email to: HR@stpats.ca no later than November 6, 2026. Please include Receptionist in the subject line of the email.

St Patrick's Home of Ottawa is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Upon request, accommodations due to a disability are available throughout the recruitment process.