

ST. DEMETRIUS RESIDENCE

123 La Rose Ave., Etobicoke, Ontario M9P 3T3 Phone # 416 243 7653 Fax # 416 243 7452

JOB OPENING

Position: Receptionist/Secretary **Position Number:** SS-7-2021-01
Status: Permanent Full Time Monday – Friday.
Date Posted: September 7, 2021 **Deadline:** September 30, 2021

Job Summary:

The Receptionist/Secretary is a member of the staff team for the 259 unit seniors' apartment complex and is responsible for providing customer service and supporting the efficient and effective operation of the administration office and interacting with tenants, residents, the community and the public.

Key Responsibilities:

- Office Reception; answers and follows-up on telephone and counter/general inquiries;
- Distributes tenancy application forms and related materials to interested individuals who qualify;
- Schedules intake and ongoing meetings (as required) with potential tenants, representatives and others;
- Provides support for the completion of documents and materials, and maintains office files;
- Responsible for maintaining the monthly, weekly and daily schedule and the events calendar;
- Monitors the regular maintenance of the office equipment and updates the lobby TV information;
- Assists in scheduling and coordinating tenant move-ins and move-outs;
- Updates and maintains tenant and rental files accordingly,
- Issues work orders based on tenants' requests and responds to ongoing inquiries;
- Prepares and posts notices, announcements, etc., in both languages English and Ukrainian;
- Collects rents, prepares and issues receipts and refers enquiries to others as appropriate;
- Maintains the FOB (key) computer system and provides communication to the security guards;
- Responsible for the operation of the Congregate Dining Program;
- Inputs into and updates information in appropriate databases/systems;
- Provides clerical support to the Director and basic coverage during his/her absence

Qualifications:

- Successful completion of a secretarial or office management course, or the equivalent
- Previous experience in a similar position
- Must have working knowledge of RTA and other related by-laws and legislation
- Computer literacy is required, MS-Excel and MS-Word skills, HM Worx
- Excellent interpersonal skills to handle inquiries from tenants, staff, volunteers and the public.
- Fluency in oral and written English language required. Knowledge of Ukrainian language will be considered an asset.

Please Note: The selected candidate will be required to be fully vaccinated against Covid-19

Interested candidates may submit their resume with cover letter by mail, fax or e-mail to:

Human Resources, 60 Richview Road, Etobicoke, Ontario M9A 5E4 Fax # 416 243 7452

E-mail: ballende@stdemetrius.ca

UCCC accommodates the needs of job applicants throughout the recruitment and selection process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Please note that only applicants invited for an interview will be contacted.