



Temporary Receptionist/Admin Worker at Gloucester Housing Corporation

Gloucester Housing Corporation is a growing non-profit community business offering affordable and market rent housing, located to the east of Ottawa.

We are seeking a temporary Receptionist/Admin Worker from May until the end August 2014. The post holder person be responsible for performing reception and administrative functions under the supervision of the Executive Director.

Duties:

Reception

- Record and maintain main telephone greeting in English and French.
- Direct calls to other staff.
- Receive and allocate work orders to the maintenance team.
- Accept rents and issues receipts.
- Greet and provide initial service to visitors at the office, refer requests as appropriate to other staff.
- Make notes in the Yardi database of interactions with tenants as required.
- Take details of complaints and pass them onto the Housing Manager.

Office Administration

- Assist the Executive Director with administrative duties To include setting up appointments, managing the calendar, formatting policies and GHC literature.
- Assist in the preparation of notices to tenants, in English and French.
- Create and maintain sign-in book for computer resource centre.
- Maintain custody of keys for community resource centre.
- Regularly check inventory of office supplies, canvas staff about office supply requirements, and order as appropriate
- Update inventory of stationery supplies.
- Request service for office equipment as required.
- Prepare and post office closure notices.
- Assists in the administration of the website.

Please submit a resume and cover letter to Ann Smith at ann.smith@gloucesterhousing.ca by Friday May 2nd, 2014.