

# Office Receptionist

**Employer:** Thrive

**Posted:** 18 months ago

**ES Job ID:** 14001

**Sector(s):** Office & Administration

**Closing Date:** March 19, 2023

**Location:** Sault Ste. Marie

**Duration:** Full Time

## Job Description:

### Office Receptionist

Are you people-oriented? Would you like to make a difference with a well-respected non-profit organization? A career at THRIVE Child Development Centre goes beyond meaningful work. Employees can challenge themselves, learn new skills and work with an amazing group of motivated, passionate individuals who come together to make up our strong, driven team.

THRIVE has a full-time permanent Office Receptionist position to fill. The Office Receptionist's primary responsibility is to act as the first point of contact for our clients, triaging phone calls, general office/clerical support, and managing inventories and ordering supplies, equipment, tools, resources for the Centre and our clients.

The position will be located out of our Johnson Ave office in Sault Ste Marie. THRIVE hours of operation are 8 am to 5 pm, Monday through Thursday, and 8 am to 4:30 pm on Fridays. Start and end time to be discussed with hiring manager.

We believe in the power of teamwork and partnership, and achieving excellence through innovation, curiosity and optimism. In addition to our fun and collaborative working environment, we also offer: group insurance and dental / health benefits after three months, generous paid time off options (including paid winter break office closure), professional development and growth opportunities, participation in a defined benefit pension plan (Healthcare of Ontario Pension Plan - HOOPP), and access to our Employee & Family Assistance Program. THRIVE is open Monday thru Friday.

THRIVE Child Development Centre/Centre de développement de l'enfant is an incorporated, non-profit Children's Treatment Centre providing inter-disciplinary pediatric rehabilitation, respite care coordination, an on-site childcare program and resource support to community childcare centres in Sault Ste. Marie and throughout the District of Algoma. Using a family-centred, strengths-based approach, our experienced and dedicated professional staff provide a range of assessment, intervention and community-based services building on the child's unique strengths, gifts and talents so that they and their families can truly THRIVE!  
Visit [www.kidsthive.ca](http://www.kidsthive.ca) for more information.

## Required Skills:

What we require from you:

- Office Administration or related Community College diploma
- Minimum 6 months of experience with front-line administrative support or customer service support
- Proof of full COVID-19 vaccination (2 doses)
- Satisfactory criminal background check and vulnerable sector screen (CPIC)

## Requirements:

What we need from you:

**SAULT STE. MARIE**  
WEBINQUIRYSSM@SAULTCOLLEGE.CA  
705.945.0705

477 Queen Street East, Suite 203  
Sault Ste. Marie, ON P6A 1Z5

**BLIND RIVER**  
WEBINQUIRYBR@SAULTCOLLEGE.CA  
705.356.1611

1 Industrial Park Road, Suite 205  
Blind River, ON P0R 1B0



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WE'LL HELP YOU FIND IT.**

- Strong customer service skills including the ability to communicate professionally and courteously across all levels and positions.
- Ability to organize, and prioritize in a fast-paced service-oriented environment
- Strong computer skills in Microsoft Office Suite including Teams
- Sensitive to language, cultural, social, economic, and individual differences among staff, providers and children/families served.
- Strong skills in general office procedures such as file management, and inventory management.
- Strong communication skills including verbal, written, and listening skills
- Self-motivated and able to work independently, balanced with a commitment to a collaborative team approach
- Ability to work for and with a diverse range of managers and team members
- Excellent organizational skills and attention to detail
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate in both official languages is an asset.

### **How to Apply:**

If you are interested in joining an amazing team of professionals to creating a future of possibilities for children, submit your cover letter and resume by visiting our career page at <https://kidsthive.bamboohr.com/jobs/> before March 19, 2023 at 11:59pm

Everyone is welcome - as an inclusive workplace, we are committed to creating positive and welcoming space within our organization, for our clients, families, volunteers, staff, and community partners.

THRIVE is committed to accessibility and to protecting the human rights our job applicants during the recruitment process. Should at any point throughout the recruitment process an applicant require accommodation or communication in an alternative format because of a disability please contact Human Resources at 705-759-1131. We are committed to providing accommodation or alternate formats upon request within a reasonable time period in a mutually agreed upon format.

No phone calls please. Only candidates selected for an interview will be contacted.

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