

The **Sisterhood of St. John the Divine** seeks a:

Receptionist – Full-time, temporary

Rate: \$20 per hour. Free parking.

Hours: Part time hours (8:30 am to 4:30 pm Tuesday to Thursday)
Temporary contract until July 31, 2023

Location: North York - Cummer Ave and Willowdale Ave- approximately 1 km from Finch Station and on the #42 Cummer bus route.
This is an in-office role.

Who we are - The Sisters of St. John the Divine (Anglican) maintain a beautiful campus located in North York where they are involved in a variety of ministries. Facilities on the campus include a convent, an infirmary and a 40-bed guest and retreat house. The Convent is a quiet place that supports learning and contemplation. Our website is <https://ssjd.ca/>

Summary

The Receptionist is the front-line contact for the Convent. This position welcomes visitors and redirects calls, messages, mail, and packages. The successful candidate will be seen as a trustworthy, welcoming, efficient, and professional point of contact.

Requirements:

- Strong communication and customer service skills.
- High school diploma or equivalent.
- Previous experience as a reception / customer service role.
- Experience operating a multi-line telephone system.
- Strong knowledge of Microsoft Office products, including Excel, Outlook and Word.
- Professional and welcoming approach to role.
- Ability to work efficiently and accurately.
- Ability to sit, type and concentrate for periods of up to 1 hour. Occasionally lift up to 7 kgs.

How to apply - Please send your resume to humanresources@ssjd.ca . Posting closes on Wednesday, January 18, 2023 at noon.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Successful Criminal Record Check will be required.

The Sisterhood of St. John the Divine is an inclusive employer. If accommodations are required for the interview, please make note of them in your application.