

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

RECEPTION COORDINATOR
EMPLOYMENT RESOURCE CENTRE
 Temporary Full Time (Approx. 18 months)

JOB ID: C48-22	LOCATION: 30 Centre Street , Orangeville, ON
JOB TYPE: Temporary Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on May 30, 2022

Reporting to the Program Supervisor the Reception Coordinator acts as the first point of contact with people who are looking for County of Dufferin Services. The Reception Coordinator greets visitors, determines service requirements and provides assistance as needed.

What you'll do

- Provide excellent customer service (in-person and over the phone) by greeting visitors/clients, determining service requirements, responding to questions and referring to appropriate County staff member or external service provider;
- Support visitors/clients in completing forms for County Services, using Resource Centre equipment and ensure supplies are readily available for use;
- Pick up daily mail from drop off mail box and distribute to staff;
- Track all visitors who visit the reception and/or use the Resource Centre;
- Update meeting room calendars and ensure room booking is available;
- Complete monthly and quarterly reports for Program Supervisor.

What you'll bring

- Post-secondary certificate or diploma in Administration, Social Services, Human Services or a related field;
- Minimum two (2) years demonstrated experience providing administrative support;
- Exceptional customer service skills
- Knowledge of crisis intervention and conflict resolution techniques
- Ability to communicate effectively, both orally and in writing to facilitate interaction with management, employees and representatives from external agencies including the general public
- Knowledge and understanding of supports required in servicing a vulnerable population
- Must provide clear criminal reference check including vulnerable sector screening

What we can offer YOU!

- A competitive hourly wage ranging between \$27.65 – \$32.35
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating an inclusive and fostering a workplace where all employees, regardless of race, colour, ancestry, creed, religion, place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation,

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marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

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