



We are looking for someone to join our administration team in the role of **Waldheim Receptionist**.

Amity Trust exists to serve the clients we work for so if our values of compassion, professionalism and servant-heartedness align with your perspective on meaningful work, we'd love to talk with you.

More about this position:

Purpose	Receive clients in person and by phone, and provide administrative support to other staff members of the company.
Reporting Relationships	Reports to: Branch Manager
Key Responsibilities	<ol style="list-style-type: none">1. Communicate effectively, and ensure that clients are welcomed and received in a professional and personable manner.2. Book appointments for client-facing staff.3. Administrative duties.4. Support and maintain a positive team culture in alignment with Amity's vision, mission, and values.
Qualifications	<ol style="list-style-type: none">1. Personality that contributes to clients feeling welcome and comfortable.2. Business school certificate or equivalent experience is beneficial.3. Strong administrative, and organizational skills.4. Strong computer skills, and experience working with word processing and spreadsheet programs is a definite asset.5. Basic knowledge of all services Amity offers.
Working Conditions	Capable of managing multiple priorities and deadlines in an office environment. 37.5 hour work week if full time.

Salary and benefits will be commensurate with training and experience of successful applicant. Interested applicants are invited to send their resume and cover letter to jobs@amitytrust.ca.