



Job Title	Receptionists / Admin Support			Job # 2004007
NOC / NAICS	1414 / 623310	Date	April 28, 2020	
Location	Various locations in AURORA, NEWMARKET, RICHMOND HILL	Wages	Competitive wages	
Experience (Yrs.)	<input checked="" type="checkbox"/> 0-1 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	Urgent demand	
Employment Type	<input checked="" type="checkbox"/> Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input checked="" type="checkbox"/> PT	Schedule Availability	Full-time and part-time available	
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:			
Workplace / Physical Requirements	Training and appropriate PPE will be provided			
Company	Revera Living homes and residences are being proactive to do the right thing. They are actively hiring to ensure continuity of care and services to seniors and to support their employees.			
Job Duties	Hiring a broad range of temporary positions for various seniors residences located in Aurora, Newmarket and Richmond Hill			
	<ul style="list-style-type: none"> • Respond to all incoming calls, answering inquiries in a positive and professional manner • Pick up and sort internal mail; • Stamp, deliver and maintain mail machine for external mail; • Prepare packages and arrange courier pick up; • Maintain a clean, safe, fully stocked and well organized reception area; • Assist with administrative support as needed • Follow proven infection control protocols and wear PPEs at all times 			
Requirements / Candidate Profile	<ul style="list-style-type: none"> • Previous reception experience and the ability to handle multiple lines at once • Excellent communication and telephone skills • Above average interpersonal skills • Working knowledge of Microsoft Office • Vulnerable Sector Screen • Healthy and able to safely perform the duties associated for each role 			
How to apply	<p>To apply please submit resume to HRQR@rnccs.ca for pre-screening and consideration. Include a note indicating why you are a good fit for this position.</p> <p>Disclaimer <i>RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.</i></p>			