

Front Desk Assistant

Volunteer position at main location

Time blocks:

- 9:00am - 1:00pm
- 12:00pm –4:30pm
- 9:00 -4:30pm

Location:

11713 82 Street NW

Days of the week:

Monday to Friday (any day)



In this role, you will:

- Greet visitors at reception and direct them to where they need to go
- Assist clients with intake forms
- Cover the front reception over lunch hour.
- Receive phone calls and direct to relevant staff
- Utilize office appliances such as photocopier, and computers for word processing, spreadsheet creation etc.
- Perform other office duties as assigned

To Volunteer in this role you should:

- Have some experience as office clerk or other clerical position
- Be familiar with office procedures and basic computer use
- Have working knowledge of office devices and processes
 - Be able to use computers, printers and the Internet
 - Be understanding and nonjudgmental
 - Work & multitask well under pressure
 - Respects people of all cultures
 - Have excellent people skills