



Employment Support Specialist/Receptionist

Job description

The Glengarry Inter-Agency Group is looking for a friendly and professional individual to fill a position as an Employment Support Specialist/Receptionist in the Employment Services Program in our Alexandria office.

Shifts: Monday to Friday 8:30am-4pm

Job Types: Full-time, Permanent

Wages: \$22-\$25 per hour

Requirements:

- Excellent oral and written communication in French & English (**MANDATORY**)
- Experience working as a clerk or in a similar administrative role
- College diploma in administration an asset
- Criminal record check
- Valid drivers license, own vehicle
- Computer Applications; Microsoft Excel, PowerPoint, Word, Outlook

Responsibilities:

The Employment Support Specialist/Receptionist is responsible for greeting clients and being knowledgeable about resources available at Glengarry Inter-Agency Group as well as the wider community to direct clients in the best way possible. The individual in this position requires tact and diplomacy when dealing with all customer service situations to ensure a favorable outcome as well as performing follow-ups and data analysis. They will be assisting the Employment Services team with any CaseFLO issues, and various tasks such as creating resumes, conducting research, and scheduling appointments.

Skills:

- Strong proofreading skills to ensure accuracy in written materials in French and English



- Familiarity with Google Suite for document creation, collaboration, and organization
- Excellent customer service skills to provide support and assistance to job seekers
- Ability to type quickly and accurately for data entry purposes
- Knowledge of filing systems and ability to maintain organized records
- Familiarity with phone systems and ability to handle calls professionally
- Comfortable working with computerized systems for data management
- Strong phone etiquette skills for effective communication

If you are passionate about helping individuals find meaningful employment and possess the necessary skills, we encourage you to apply for the position of Employment Support Specialist/Receptionist. Join our team and make a positive impact on the lives of job seekers in our community.

Upon request, this job posting will be offered in both official languages.

GIAG is committed to diversity and inclusion and the equitable participation of all Canadians. Should you require accommodation in relation to a disability, please tell us at the beginning of the selection process. This information will be kept confidential.

The personal information provided in your application is protected under the Privacy Act.

We thank all applicants for their interest in GIAG. However, only those who are selected for further consideration will be contacted.

Benefits:

- Company events
- Dental care
- Disability insurance
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off



- Vision care

Education:

- Secondary School (preferred)

Experience:

- Administrative experience: 1 year (preferred)
- Receptionist: 1 year (preferred)

Language:

- Fluently French and English (required)

Work Location: In person

Please send resumes to humanresources@giag.ca