

Receptionist Job Description

Alavida Lifestyles is looking to hire a receptionist for our retirement residences. The Receptionist is responsible for receiving and directing visitors and inquires, relating and coordinating Resident and associate messages by use of telephone and intercom, and maintain a record of persons entering and leaving the community.

Must be available to work on occasional evenings and weekends shifts.

As part of Alavida Lifestyles' Mandatory Vaccination Policy, all employees must be fully vaccinated against COVID-19 and provide proof of vaccination as a condition of employment.

RESPONSIBILITIES

- Pleasantly receives all persons entering the building, recognizing that he/she is the first impression of the community
- Answers the phone using the appropriate phone etiquette
- Maintains a daily log of visitors
- Processes meal tickets as required
- Provides administrative support to the Management Team through word processing
- Provides support with marketing initiatives
- Understands and adheres to policies of the community
- Performs other duties as requested

QUALIFICATIONS

- Completion of Grade 12
- Proficient in Microsoft Office Suite
- Must be able to speak, read and write English; and to follow oral and written directions in English, French is an asset
- Must have a passion for working with seniors

PROMENADE

Orleans

110 & 150 ROSSIGNOL DRIVE
ORLÉANS, ON K4A 0N2

613-451-1414

RAVINES

CitiPlace

626 & 636 PRADO PRIVATE
OTTAWA, ON K2E 0B3

613-288-7900

PARK PLACE

Central Park

110 & 120 CENTRAL PARK DRIVE
OTTAWA, ON K2C 4G3

613-727-2773