



THE MEL JR. & MARTY
ZAJAC FOUNDATION
for Seniors & Children

Receptionist Job

The Zajac Foundation is currently looking for a full-time Receptionist for their Vancouver office. Reporting to the Executive Assistant, the receptionist will work as part of The Zajac Foundation team of staff and volunteers with a shared responsibility to ensure the success of the Foundation's mission and goals. The Receptionist will work in conjunction with the Executive Assistant in administering the day-to-day operations, and be the first point of contact of the Foundation office.

Service Responsibilities:

- Answer main switchboard, forward calls and/or take messages when necessary - ensuring courtesy, accuracy and promptness
- Direct clients and visitors to appropriate areas, answer queries from clients and visitors
- Forward email inquiries to appropriate staff member, respond to routine email inquiries.
- Order office supplies and distribute when delivered
- Perform office duties such as: word processing; processing donations; data entry; filing and photocopying
- Prepare letters, reports and other documents as requested for staff and management team
- Collect, organize and update resource information
- Process incoming and outgoing mail, registered mail and courier items, pick up mail

Skills, Knowledge and Qualifications:

- Must be a team player with excellent receptionist & switchboard skills
- Grade 12, completion of secretarial training, business or office administration program.
- One or more years experience in an administrative role or office setting
- Demonstrated ability to communicate effectively both in person and on the telephone to ensure that clients, visitors and staff are given correct information.
- Excellent problem solving skills and ability to work with little supervision
- Proficiency in MS Word, Excel and Outlook
- Demonstrated ability to be flexible, organized and a self-starter

Applicants should email their resume with a cover letter to:

Sheila Smith, Executive Assistant
The Mel Jr. & Marty Zajac Foundation
sheila@zajac.com