



**JOB POSTING
PART-TIME RECEPTIONIST
[3-Days/Week]**

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Part-Time Receptionist [3 days/week]

II Employment Term & Work Hours: \$22.00/hr, 9:00 am to 5:00 pm, Every Monday, Wednesday, and Friday

III Department: Executive

IV Direct Report: Executive Director

V Position Summary: In this role, you will be responsible for reception and telephone duties; answering, screening, and directing all external and internal calls to the appropriate person or department, and handling inquiries courteously, professionally, and promptly.

VI Duties and Responsibilities:

- Answer and screen phone calls professionally, directing inquiries to the appropriate person or department while maintaining confidentiality and exercising sound judgment
- Greet and welcome visitors, ensuring a positive first impression, and notify relevant staff members of arrivals promptly
- Provide accurate and up-to-date information about programs, services, and events to callers, visitors, and staff
- Keep the reception area clean, organized, and stocked with essential materials
- Monitor incoming and outgoing mail, packages, and deliveries
- Support administrative tasks, including data entry, registration and printing as needed
- Foster a welcoming and inclusive environment that respects cultural diversity
- Perform opening and closing procedures for the reception area, ensuring the security of confidential documents, equipment, and other items
- Identify and report any maintenance or safety concerns in the reception or office area
- Perform other duties as assigned, contributing to the efficient operation of the office and overall organizational goals

VII QUALIFICATIONS:

- Demonstrated experience as a Receptionist, Front Office Representative, or in a similar role
- Experience working with Indigenous organizations or communities is an asset



- Proficient in operating a computerized switchboard
- Strong skills in Google applications and printer operation
- Ability to multitask effectively in a fast-paced environment
- Highly organized, proactive, and capable of working independently or collaboratively as part of a team
- Excellent verbal and written communication skills in English
- Professional demeanour with strong customer service skills
- Ethical, discreet, and tactful, with the ability to thrive in a culturally diverse and busy environment
- Satisfactory Vulnerable Sector Check and Background Check
- Legally authorized to work in Canada

VIII Working Conditions:

- Occasionally noisy or distracting during busy periods, shared workspace. Must be able to work with occasional challenging clients and interruptions

VIII Physical Requirements:

- Prolonged Sitting
- Lifting and Carrying (up to 10lbs)

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting, and maintain high professional productivity levels and quality of service.

This is a part-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis, and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to this link:

Wanda Green
Interim Human Resources Manager
wanda.green@ncct.on.ca
Deadline: until filled

The Native Canadian Centre of Toronto is an equal-opportunity employer. We are committed to providing an inclusive, barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our Interim HR Manager at wanda.green@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.