

Bilingual Receptionist / Secretary

The Diocese of Sault Ste. Marie is currently seeking a full-time bilingual Receptionist/Secretary to join the staff of the Diocesan Centre at 30 Ste. Anne Road, Sudbury, ON.

Duties & Responsibilities:

- Answer and transfer incoming calls to the appropriate individual/department in a courteous and professional manner.
- Take detailed messages.
- Sort incoming mail on a daily basis and post outgoing mail
- Respond to emails in a timely manner.
- Greet clients/visitors and redirect them to the appropriate offices and individuals
- Maintain the cleanliness of the reception area and waiting area.
- Respond to and follow up of information requested from parishes, parishioners and individuals as requested and instructed
- Order and maintain office supplies
- Fax information to parishes and organizations
- Type invitations and book meeting rooms for diocesan events
- Send notifications to staff via email when needed
- Perform various clerical and administrative duties as requested.
- Manage internal electronic communication structure, including but not limited to email, phone and cell phones
- Assist with scheduling and managing office services and maintenance needs including plumbers, electricians, movers, and others as needed and instructed

Qualifications:

- Excellent communication skills both in English and French including written and verbal skills to communicate with all levels of the organization
- Knowledge of Roman Catholic Church organization and operating structure would be beneficial
- Previous experience as a reception/customer service role.
- Experience operating a multi-line telephone system.
- Ability to prepare business memos, letters, etc.
- Strong knowledge of Microsoft Office products, including Excel, Word and Power Point, PDF and willing to learn other programs
- Ability to maintain filing systems and database.
- Excellent organizational skills with ability to prioritize and pay attention to detail
- Good listener, polite, professional and diplomatic when communicating with the clients/visitors as well as internal stakeholders
- Office Administration diploma would be considered an asset.
- High school diploma or equivalent

Terms:

- Renewable one year contract, 6 months probationary period to start, full time long term position.
- A competitive compensation package including salary, benefits and generous vacation time will be provided
- Hours : Monday to Friday , 8:30 AM to 4:30 PM,

Please submit, **by May 27, 2016**, your résumé, cover letter, 3 references and your start date availability by email to hr@diocesecentre.com or by mail to:

**Human Resources
Diocese of Sault Ste Marie
30 Ste Anne Road, Sudbury, ON P3C 5E1**

The Diocese would like to thank all the interested candidates, only those selected for interviews will be contacted.