



Position Title: Receptionist

Job Type: Part-time – Non-Union

Location: Providence Village Inc., 1200 Princess Street, Kingston, Ontario

Work schedule: Part-time – Operational Hours 7:00 am to 7:00 pm
(weekdays/weekends/holidays)

Available Positions:1

Compensation: \$20.44/hour (2024)

- 4% in lieu of vacation
- 6.5% in lieu of benefits

Competition File # 2024.20.01R

Job Summary

The Receptionist will greet and direct visitors, respond to inquiries, in a professional and courteous manner. Will help maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs. Performs a variety of clerical duties as assigned. Maintains confidentiality. Providence Motherhouse is a faith-based work environment owned and operated by the Sisters of Providence of St. Vincent de Paul. Respect for and the ability to work within this environment is essential.

About the Sisters of Providence of St. Vincent de Paul and the Providence Motherhouse

The Sisters of Providence of St. Vincent de Paul are a congregation of Roman Catholic women founded in Kingston, Ontario on December 13, 1861. Providence Motherhouse at 1200 Princess Street is the home of the Sisters of Providence of St. Vincent de Paul and the administrative centre for the congregation and its ministries. It is also home to members of the Congregation of Notre Dame and the Religious Hospitallers of St. Joseph.

About PVI

Providence Village Inc. (PVI) is an independent not-for-profit charitable organization sponsored by the Catholic Health Sponsors of Ontario (CHSO). Its inception stems from the visionary initiative of the Sisters of Providence of St. Vincent de Paul, who entrusted PVI with the stewardship of their expansive 30-acre Providence Motherhouse property in Kingston, Ontario, to deliver on their ambitious mission. PVI's responsibility is to nurture this legacy, ensuring that dedicated resources and commitment to caring for vulnerable populations in our community endures into the future.

About Kingston

History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy drive from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative Startup's and all levels of government, Kingston's high quality of life offers



access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

What We Offer:

- Working to full scope of practice
- Opportunities for professional growth
- Competitive wage and benefit package
- Free parking

Responsibilities:

- Receives incoming calls for the purpose of transferring calls, responding to inquiries and/or taking messages.
- Maintains security by following procedures, monitoring log book, issuing visitor badges as required.
- Receives a variety of deliveries and packages for the purpose of distributing materials to appropriate departments and Sisters.
- Maintains reception area materials (e.g., brochures, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Responds to emergency phone calls and follows prescribed procedures in Fire Safety Plan, ensuring key personnel are notified.
- Organizes meeting room bookings when required and responds to room booking requests.
- Provides general and administrative support as required during leave periods.
- Works in compliance with the H&S Act and its regulations in performing duties in a safe manner and follows all health and safety policies, procedures and legislation.

Required Qualifications:

- Two years experience in reception administrative duties.
- Proficient interpersonal skills both verbal and written.
- Excellent organization and communication skills
- Ability to work in a team environment.
- Proficient in Microsoft Office (tested).
- Must be punctual and dependable.
- Must have flexible schedule with the ability to work days, evenings, weekends and holidays.
- Proof of COVID Vaccination
- Vulnerable Sector Check, and CPIC
- Availability to work all shifts as posted
- Satisfactory References
- Physically able to perform assigned duties
- Other related duties as assigned



Application Instructions:

Interested candidates should submit a cover letter and resume (PDF format) to HR@providence.ca and indicate 'Receptionist' – Ref. ID #: **2024.20.01R** in the subject line. Position will remain posted until filled.

Employees are required to be fully vaccinated against COVID-19 as a condition of being eligible for the recruitment process. Proof of COVID-19 vaccination will be required.

We thank all interested applicants, however only those selected for an interview will be contacted.

PVI is an equal opportunity employer, committed to creating a diverse and inclusive workplace. We value and celebrate the unique qualities, perspectives and experiences each team member brings, and are dedicated to creating an environment where everyone feels valued, respected and empowered to contribute their unique skills and ideas. We welcome and encourage applications from candidates of all backgrounds, identities and experiences, and prioritize equity in our hiring processes, aiming to eliminate bias and systemic barriers to ensure fair opportunities for all qualified candidates. We believe that an equitable work environment leads to innovation, collaboration and success. Join us in building a more inclusive future together.

The Sisters of Providence Motherhouse, located in Providence Village Inc. is situated on the traditional lands of the Anishinaabe, Haudenosaunee and Huron-Wendat peoples. We thank these nations for their care and stewardship of these lands on which we are grateful to be able to live, learn and play.

We are committed to equity, inclusion and anti-oppression in all of our processes, policies and relationships. Our recruitment and hiring will reflect our commitment to these principles. Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in an alternative format or in French.

To find out more about the Sisters of Providence of St Vincent de Paul or Providence Village, visit www.Providence.ca or www.ProvidenceVillage.ca or follow us on Facebook and Twitter.