

Prince Edward Island Rape and Sexual Assault Centre- Charlottetown, PE

**Job Title: Front Desk Associate**

**Reports To:** Operations Manager

**Salary:** \$21/hr - Full-Time, 37.5 hours per week

**Duration:** 1-year Contract – with possibility of extension.

Office hours are Mon – Fri, 9:00 am to 4:30 pm

**Benefits:** Statutory holidays are paid. Vacation days, mental health and family related time off, and sick leave are all paid (time is accruable).

**Closing Date: March 29, 2024**

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*This position is open to all Persons and welcomes gender-diverse applicants. We especially welcome applicants of members of marginalized groups, Indigenous persons, persons with disabilities, Two-Spirit, Trans, gender diverse, 2SLGBTQI+ persons and others with the skills and knowledge to engage productively with diverse communities.*

**Job Description:**

We are looking for a Front Desk Associate to manage our reception area and perform various administrative and clerical tasks.

As a Front Desk Associate, you will be the first point of contact for our organization. You will welcome guests and greet people who visit the Centre. Duties include offering administrative support across the organization, reporting to the Operations Manager and Executive Director. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

The successful candidate must have an intersectional feminist analysis of sexualized violence, and work in a manner that is congruent with PEIRSAC's values and goals to support and advocate for survivors of sexual assault and abuse in their healing.

**Responsibilities:**

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls.
- Ensure the reception area is tidy and presentable, with all necessary stationery and material.
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Order front office supplies and keep inventory of stock.
- Manage and maintain resource libraries for clients and staff.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and scanning.

**Valued assets:**

- Proven work experience as a front office associate, or similar role.
- Proficiency in Microsoft Office Suite.
- Hands-on experience with office equipment (e.g. scanners and printers).
- Solid written and verbal communication skills.
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.

**Work Environment:**

This position is predominantly in a standard office environment.

*Please be aware that only shortlisted applicants will be contacted.*

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT: PEIRSAC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.