



RECEPTIONIST DUTIES TO COMMENCE APRIL 23, 2018

The Archdiocese of Winnipeg is inviting applications for the position of Receptionist. The Receptionist provides a variety of receptionist, secretarial, data entry, accounting and support duties for the Catholic Centre. The successful candidate will have strong organizational and communication skills.

Position Summary:

- *Reception duties such as answering phones, taking messages and greeting visitors.*
- *General clerical office duties such as typing, filing, copying and sending faxes and emails.*
- *Maintaining the office supplies needed to run efficiently and effectively.*
- *Providing support for meetings such as scheduling conference rooms and organizing food services.*
- *Data entry for accounts receivable, compiling the deposit and issuing invoices.*
- *Process notice of loss claims from parishes to insurance company.*
- *Maintain and update insurance property spreadsheet to determine insurance premiums and prepare invoice with a merge document.*
- *Prepare quarterly emergency sacramental hospital schedule and notify priests of this schedule.*
- *Maintaining various records, files and databases.*
- *Working with outside agencies or committees for various activities.*
- *Various other clerical and office duties as need.*

Qualifications:

- *Intermediate to advanced computer skills in Excel, Word, Power Point and Outlook.*
- *Previous experience with accounting software would be considered an asset.*
- *Minimum of 2 years of prior experience in an office setting is needed.*
- *A strong attention to detail.*
- *Demonstrate strong written and verbal communication skills.*
- *Demonstrate the ability to work independently with little or no direction.*
- *Ability to work collaboratively with clergy, office staff, and other diocesan offices.*
- *Knowledge of the Catholic faith and Catholic Churches in the Archdiocese of Winnipeg would be asset.*
- *Being bilingual would be considered an asset.*

If you have excellent interpersonal and organizational skills, an attitude of service and hospitality, initiative and dedication we would be pleased to receive your application. This is a full-time (5 days a week and 12 months a year) position with benefits. Please submit your resume in writing, fax or by email, along with your salary expectations and the names of three references, in confidence by February 26, 2018 to:

ARCHDIOCESE OF WINNIPEG CATHOLIC CENTRE

*Attention: Laura Cumming – Director of Human Resources
1495 Pembina Highway
Winnipeg, Manitoba R3T 2C6
Fax: 204-453-8179
e-mail: lcumming@archwinnipeg.ca*

We thank all applicants; however, only those selected for further consideration will be contacted.