

Internal/External Posting

Temporary Receptionist

OUR MISSION: Providing excellence in support, housing, education and community, we work together to restore hope and a future to those overcoming the challenges before them.

The Cridge Centre for the Family strives to be an exceptional employer by providing our staff with support, flexibility, and a workplace that makes a positive difference in our community. Our benefit package is outstanding, and the work environment is positive and supportive. We commit to thorough on-boarding, which includes substantial orientation, complete training, and support as you integrate into our team.

This person is the first face of the organization, and as such is able to relate respectfully, supportively and non-judgmentally with seniors, their families, friends and the public, being skilled in courtesy, tact and diplomacy. This person will have a positive and upbeat personality, be self-motivated and display initiative, be able to model acceptable ethical standards, be incredibly reliable and punctual, and professional in appearance. This candidate may also be required to participate in an on-call rotation.

This is an English Essential position (master and clarity of enunciation for phone work, communicating with the hard of hearing, and in written communication). ***This role is temporary, with a contract term of six months and the possibility of an extension.*** You are also welcome to pick up additional shifts as they become available within the organization. There may also be opportunities to apply for other positions once the assignment ends.

Title: Receptionist

Department: Seniors Centre

Wage: \$24.43 (incl. sick & vac time)

Grid: 7

Status: Temporary/Part-time

Closing Date: June 05, 2026, 5pm

Start Date: When filled

Location: 1307 Hillside Ave, Victoria

Term: 6 months

Weekly Hours: 25-30 hours/week

Experience and Qualifications

- First Aid with CPR
- Criminal Record Check clearance
- One year's experience working in an office environment

Assets

- One year's experience in food service, housekeeping or both

Skills and Abilities:

A suitable candidate has:

- Proficient in the use of current versions of Word, Excel, Publisher, Power-Point and Access.
- An ability to communicate and relate effectively, respectfully, supportively and non-judgmentally with seniors, their families and friends.
- Mastery of English and clarity of enunciation for phone work, communicating with the hard of hearing, and in written communication.
- An ability to respond effectively and calmly in crisis situations.
- Skilled in courtesy, tact and diplomacy.
- Must be able to easily lift 20 – 40 pounds.

Duties of the position:

This person provides a range of general administrative and support duties including:

- Facilitating the flow of communication.
- Problem solving within procedural parameters.
- Typing in a variety of styles.
- Maintaining and creating spreadsheets.
- Operating a till and handing cash.
- First responder to resident emergencies.
- Answers the main telephone number for the Cridge Centre organization for short times as directed by the Receptionist Coordinator.
- Lifts and delivers packages to resident suites.
- Performs enhanced cleaning in the Seniors' building in order to maintain infection control.
- Serves in the dining room and assists with housekeeping tasks frequently as needed.

Equal Opportunity Employer Statement

The Cridge Centre for The Family Seniors' Centre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard for race, color, religion, gender, or national origin. *Please note that this position requires union membership.*

How to Apply

Please apply with resume and cover letter to trogalinski@cridge.org

Act justly. Love mercy. Walk humbly.

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