



**VANCOUVER  
ABORIGINAL  
FRIENDSHIP  
CENTRE  
SOCIETY**

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**Building  
Community  
Together**  
*the United Way*



**Vancouver Aboriginal Friendship Centre is looking for a dynamic individual suitable to work in a fast-paced working environment as a Receptionist.**

**Receptionist Job Responsibilities:**

Serves Centre's visitors by greeting, welcoming, and directing them appropriately; notifies Centre's personnel of visitor arrival; maintains staff appointments and accurate correspondence log and a communications system.

**Receptionist Job Duties:**

- Welcomes VAFCS visitors/clients by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Provide Intake Forms to Clients to be completed prior to seeing TLC Coordinator, TLC Navigator and or VAFCS Outreach Worker.
- Maintains communications by following procedures; monitoring logbook; issuing visitor instructions and notifies staff of client arrivals in a timely manner.
- Maintains photocopier system by following manufacturer's instructions for toner replacement, cleaning screen in the Centre's reception area.
- Maintains a safe and clean reception area by complying with policy, procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and Client continuing needs.
- Contributes to team effort by accomplishing related results as needed and required.
- Photocopying documents and prepares VAFCS Board Kits monthly as required.
- Log, date stamp and sort Canada Post Mail and deliver into mail slots as required.
- Take Room Rental Requests, complete Rental Agreements with Floor Plan(s), support Finance and Accounting to ensure Rental invoices and Rental payments are collected and logged in a timely manner.

**Receptionist Skills and Qualifications:**

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management. Applicants should have 2-3 years experience as a receptionist and or relevant skills sets. VAFCS encourages individuals of Aboriginal Ancestry to apply. Only qualified applicants will be contacted and invited to an interview. Deadline for applicants is July 17, 2018 @ 4:00 pm.

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