

Receptionist

Beulah Garden (BG) Homes is a not-for-profit charitable organization that provides housing and care for older adults in Vancouver. Our mission is to be a caring community championing Christian compassion.

BG Homes is looking for a part-time receptionist on a permanent basis. The successful candidate will work Monday to Friday, 9:30am to 2:30pm. The Receptionist will carry out his/her duties in accordance with the Canadian Baptist of Western Canada (“CBWC”) Statement of Faith and CBWC Cultural Statement. Other required attributes include compassion, honesty, respect, innovation, stewardship and teamwork.

JOB SUMMARY

Reporting to the Administrative Manager, the Receptionist provides administrative support. The Receptionist is a member of the administrative team at BG Homes. The Receptionist will maintain the highest quality of customer service at all times, and treat all stakeholders with kindness, patience and respect.

The Receptionist will perform the following specific duties, functions and/or activities:

- Act as the first point-of-contact for all guests
- Process public queries via email and phone, and triage accordingly
- Process incoming and outgoing mail, including courier services
- Assist in tenant communication
- Maintain positive respective relationships with all stakeholders
- Assist in scheduled maintenance programs and track maintenance requests
- Manage office supplies, postage, delivery and copier supplies inventory
- Provide administrative support for managers
- Assist in meeting preparation
- Manage bookings for common spaces on campus
- Maintain filing system
- Maintain office in a warm, welcoming manner
- Maintain and organize storage areas
- Implement administrative policies and procedures
- Understand the Residential Tenancy Act
- Complete additional duties as assigned

PROFESSIONAL QUALIFICATIONS

Education & Experience

- Related experience in office administration

Skills & Abilities

- Self-motivated, patient, professional, and flexible
- Ability to build strong team relations and foster working relationships
- Ability to communicate professionally and effectively with diverse stakeholders
- Ability to use discretion and handle confidential information
- Ability to handle multiple demands and competing priorities
- Strong fluency in English and skilled in writing
- Skilled in the use of computers, MS Office software and other technology (e.g., multi-line telephone system)

COMPENSATION

Financial compensation is dependent upon experience and education.

To apply for this position, please send resume and cover letter to hr@bghomes.ca with the subject "Application – Tenant Relations Coordinator Position". While we are thankful for all applications, only those chosen to continue on through the selection process will be contacted.