

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives. By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – Apply today!

Receptionist

Full Time

JOB SUMMARY

The Receptionist is responsible for the smooth and discrete operation of the reception services, such as: greeting visitors/clients in person, or on the telephone, and making sure they are serviced in a friendly, courteous, and timely manner.

RESPONSIBILITIES

- Administer all incoming calls and ensure that calls are redirected accordingly
- Greet visitors and clients, either in person or by telephone, in a professional, friendly, hospitable manner
- Sort, and distribute mail, emails, faxes, and voicemails
- Monitor and distribute necessary documents to clients, including weekly voucher distributions
- Responsible for additional administrative functions and projects, as needed

REQUIREMENTS

- Minimum of 2 years of experience in a similar position
- Ability to work with clients, employees, and visitors diplomatically and sensitively.
- Strong understanding and adherence of confidentiality
- Strong computer skills, and experience with Microsoft Word, Excel, Outlook and Teams
- Superior communication and organizational skills
- Can work independently and as part of a team
- Comfortable working in a fast-paced environment
- Strong interpersonal skills
- Fluently bilingual (English and French) with the ability to compose and edit correspondences, provide, interpret and present detailed information, and deal with complex situations in both English and French. We require English communication as many of our clients and community members are English speaking. Additional languages, such as Russian and Ukrainian, an asset
- Knowledge of the Montreal Jewish Community, an asset

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.