



Poundmaker's Lodge
Box 34007 Kingsway Mall Post Office
Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884, Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

Receptionist

Full-Time Position

Poundmaker's Lodge Treatment Centres has an available position for an individual who will assume responsibility as a receptionist. The receptionist is the first point of contact for visitors and stakeholders at Poundmaker's Lodge Treatment Centres. Excellent communication is needed over the phone, by email and in face-to-face interactions. The overall objective is to assist in creating a professional, healthy working environment by maintaining the main reception area.

Duties and Responsibilities:

The candidate will adhere to a weekly planning schedule, provide clear and accurate documentation, and maintain the functions of the reception area, in a professional and therapeutic environment. It is essential that the candidate be able to function in a multi-faceted environment. Furthermore, the successful candidate will be the first point of contact for the public. Additional responsibilities include managing the main reception phone system; managing clients restricted items during their stay, recording and monitoring when clients leave the centre, ensuring coordination with the van driver for the client rides; enforcing PLTC treatment house rules; maintaining inventory within a residential treatment centre environment.

DEADLINE DATE: OPEN UNTIL FILLED

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified.

Submit applications to both Brad Cardinal and Darren Neigel, information provided below:

Brad Cardinal
Executive Director
Poundmaker's Lodge Treatment Centres
Email: Brad-Cardinal@poundmaker.org

Darren Neigel
Human Resources Specialist
Poundmaker's Lodge Treatment Centres
Email: Darren-Neigel@poundmaker.org