

## Reception/Office Admin

### This volunteer position involves:

- Greet and direct walk-ins
- Answer telephone inquiries, screen and direct calls, respond to general queries, take and relay messages
- Assist with general office support including letter prep, data entry, etc

### Time commitment:

2 shifts/week (morning and afternoon shifts available) between Monday and Friday, 9am – 5pm, with a minimum 6 month commitment

### Additional screening required:

- *None*

### Training:

Orientation provided

### Qualifications/experience necessary:

- Proficient in Microsoft Office (Word, Excel, PowerPoint) knowledge of Gmail & Google applications
- Friendly, approachable, outgoing, willing to take initiative
- Excellent creative and organizational skills
- Good verbal and written communication skills

### Locations:

Burlington and Mississauga ReStore locations *only*

### Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

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