



ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3

Internal/External Posting

Five (5) Day Job Posting

Receptionist

The Ontario Secondary School Teachers' Federation invites applications for the position of Receptionist. This is a unionized position.

PART 1 – POSITION SUMMARY

The Receptionist is responsible for answering phones, liaising with visitors, performing assigned clerical support duties for the Associate General Secretary, Administrator, and in conjunction with Coordinating Secretary in accordance with the policies of OSSTF/FEESO and applicable legislation.

DUTIES AND RESPONSIBILITIES (not listed in order of priority):

This candidate will provide support services to the specific department they are reporting to:

- Respond to telephone calls, direct messages and visitors providing information and or assistance or refer to appropriate department or person.
- Provide clerical support to the Associate General Secretary, Administrator, and in conjunction with the Coordinating Secretary, including, but not limited to, stuffing envelopes, filing, typing, photocopying, collating, faxing, labelling and dispatching of electronic mail.
- Provide general information to OSSTF/FEESO members.
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
- Process incoming and outgoing mail, documents and faxes, manually or electronically.
- Sort, process and verify applications, receipts, forms and other documents.
- Coordinate the purchase of supplies and maintenance of office equipment as required.
- Ensure compliance with provincial and OSSTF/FEESO occupational health and safety legislation, regulations, policies and procedure

- Ensure confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act or other related and applicable legislation.
- Participate on committees as required.
- Attend meetings during and after business hours as required.
- Perform other duties as assigned from time to time by the Administrator or the Associate General Secretary.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- On-the-job training may be provided or three (3) months recent verifiable Reception experience and a Grade 12 Secondary School Diploma.
- Bilingualism (English and French) is required.
- Some office or secretarial courses at the college level would be an asset.
- Ability to communicate in a sensitive and courteous manner with members, office staff, stakeholders and the general public.
- Excellent interpersonal and public relation skills are required involving common sense, tact, courtesy and integrity both in person and by telephone.
- Strong organizational skills.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.

SALARY, BENEFITS AND WORKING CONDITIONS

- In accordance with the COPE 343 Collective Agreement, the weekly starting salary for a Receptionist is \$782.
- Please refer to the collective agreement for working conditions and benefits.
- May be required to work outside of business hours on occasion, as needed.

APPLICATION REQUIREMENTS

Please submit your résumé and covering letter to:

Zoe Vander Doelen, Human Resources Specialist
Ontario Secondary School Teachers' Federation
60 Mobile Drive
Toronto, ON, M4A 2P3
Email: careers@osstf.ca

Please quote "**Receptionist**" in the subject line.

Applications will be received up to Wednesday June 22, 2022

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of equity-seeking and sovereignty-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please let us know any that apply to you:

- o 2SLGBTQI+
- o Black/African Black/Caribbean Black
- o First Nations, Métis, Inuit
- o Francophone
- o Person Living with a Disability
- o Racialized
- o Woman