



# the support network

## **JOB POSTING / Office Administration and Reception**

The Support Network has an immediate opening for a courteous, supportive listener looking for reception and office administration work. The position is full time, 35 hours per week, which includes evening reception Mondays, Tuesdays, and Wednesdays to 8:30 pm. The salary range starts at \$15.38 per hour with full benefits.

Reporting to the Supervisor of Facilities and Administration, your primary responsibility will be to provide office administration services for The Support Network and conduct initial intake work with evening counselling clients.

You have:

- Experience dealing effectively with the public
- Education or training and at least 3 years experience as an office administrator
- A courteous, supportive and non-judgmental telephone manner
- Strong interpersonal skills to deal effectively with people in distress
- Proficiency in Office XP including database experience
- The ability to work independently with minimal supervision as well as being a collaborative team member
- The ability to work well in an environment that requires a high degree of professionalism and confidentiality.
- The ability to produce detailed and accurate administrative work

**When hired, a requirement for the position is to successfully complete our Distress Line Training.**

Please respond to Terry Ferguson, Supervisor of Facilities and Administration at The Support Network.

Email: [admin@thesupportnetwork.com](mailto:admin@thesupportnetwork.com)

OR

Mail: The Support Network 400, 10025 106 Street, Edmonton AB T5J 1G4

**Application deadline: Noon - May 1<sup>st</sup>, 2008**