



Canadian Mental  
Health Association  
Ottawa  
*Mental health for all*

Association canadienne  
pour la santé mentale  
Ottawa  
*La santé mentale pour tous*

## EXTERNAL POSTING

(May 2022)

The Canadian Mental Health Association, Ottawa Branch (CMHA) is a private non-profit charitable organization dedicated to promoting good mental health and improving the quality of life for individuals experiencing serious mental illness.

**CMHA currently has a vacancy for the following position:**

### Receptionist

**Type of Position:** Permanent Full-Time

**Hours of Work:** 35 hours per week, Monday to Friday, 8:30am - 4:30pm

**Pay Rate:** \$20.39 to \$21.40 per hour

#### Position Summary:

Responsible for the day-to-day operation of the telephone and voicemail system along with the reception of visitors and or callers to the branch office. Light clerical duties will accompany the role of receptionist.

#### Responsibilities and Duties:

- Responsible for the managing of the voicemail system.
- Responsible for forwarding information and referral inquiries.
- Responsible for the reception of visitors and calls.
- Responsible for the co-ordination of mail distribution, internally and externally.
- Assisting with agency related mailings as they occur.
- Other light clerical tasks as they occur.

#### ESSENTIAL MINIMUM QUALIFICATIONS:

**Education:** High School Diploma

**Experience:** A minimum of two (2) years' experience in reception and administrative support.

**Language:** Bilingual (French/English) essential. Language testing is part of the selection process.

**Application Deadline:**

Please submit a résumé to **Recruitment at [recruitment@cmhaottawa.ca](mailto:recruitment@cmhaottawa.ca)**.

*The Canadian Mental Health Association is committed to developing inclusive, barrier-free selection processes and work environments. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.*

Applicants who receive a conditional offer of employment must produce a **Vulnerable Sector Police Records Check**, proof of academic achievement and meet all legal requirements for driving.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.