



Job Opening

Interested applicants should submit a **cover letter** and a **resume** to:

Mennonite Community Services
 Attention: HR Manager
 16 Talbot Street East
 Aylmer, ON N5H 1H4

519-765-3026
 annab@mcson.org

Job Title:	Front Desk Coordinator
Posting Date:	July 9, 2018
Job Summary:	The Front Desk Coordinator will be responsible to assess the needs of clients and visitors coming into the MCS office and then to direct them accordingly. This includes fielding calls and directing calls to the appropriate staff and taking messages. This position also includes coordinating the Volunteer Driver Program. This person will also provide oral and written communication for staff and constituents. A knowledge of overall MCS programs is essential.
Core Competencies:	Candidate must have front desk experience and strong interpersonal skills; able and willing to work in a team; able to speak English and Low German fluently; must have excellent oral and written communications skills; be willing to work some Thursday evenings; enjoy greeting and interacting with people; appreciate different cultural experiences; must be able to prioritize and multitask; must have post secondary training
Core Job Duties:	Respond to telephone, e-mail, and in-person inquiries from clients, business partners, and other stakeholders. Refer all inquiries to the appropriate individuals or programs. Present positive and professional image of MCS to all visitors and stakeholders.
Requirements and Qualifications:	Excellent organizational skills; Excellent oral and written communication; excellent interpersonal skills; willingness and ability to learn new skills; proficient in Microsoft Office; previous work experience required; ability to delegate; model non-violent peacemaking; participate in staff meetings and MCS events

Only suitable applicants will be asked to complete an application or be invited for an interview.