

Receptionist, Yellowknife

N 18/14 NT

If you enjoy being part of a dynamic team, are committed to service excellence, and enjoy interacting with a wide range of people, this may be the challenge you're looking for!

The Workers' Safety and Compensation Commission's (WSCC) vision is to eliminate workplace diseases and injuries. In partnership with stakeholders, we ensure workplace safety and care for workers, and uphold the values of respect, engagement, integrity, openness and excellence in the workplace.

The Receptionist is responsible to provide service-focused, effective, and efficient in-person, telephone, and online reception services to external and internal WSCC stakeholders.

As the first point of contact for the Commission, the Receptionist is integral to project a positive image for the WSCC, and promote the vision, mission, and values of the organization by delivering efficient and professional customer service.

The Receptionist reports to the Manager, Communication and also provides administrative support to the Communications Unit and the President's Office. This position requires proven professionalism and the ability to work with minimal supervision.

This position requires completion of grade 12 with three years related administrative experience. We will consider equivalent combinations of education and experience on a case-by-case basis.

Salary ranges from \$31.16 to \$37.20 per hour (approx. \$60,762 to \$72,540 per year), plus a Northern Allowance of \$3,450 per year.

A satisfactory criminal records check is required for this position.

Closing Date: **February 21, 2018 @ 5 pm (MST)**

If this sounds like a good fit for you, please forward your resume quoting competition to:

Email: careers@wsc.nt.ca

You must clearly identify your eligibility to receive priority consideration under the Affirmative Action Policy.

The WSCC is an inclusive workplace. If you have a disability and require support or accommodation during the hiring process, we encourage you to identify your needs when we contact you for an interview.

We may use this competition to fill similar vacancies that become available over the next six months.

The ability to communicate in an official language of the NWT, in addition to English, is an asset.

safety & care