



Welcome Hall
MISSION

RECEPTIONIST

The Organization

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892. This organization is in full expansion, with a dynamic team.

The Position

Reporting to the donations director, the receptionist is in charge of processing incoming calls, sorting mail and credit card donations and maintains accurate records in our database. Her duties also include preparation and mailing of thank you letters as well as other office related tasks.

The Candidates

An active Christian, responsible, thorough, demonstrates initiative and displays excellent interpersonal skills. As the candidate will be mainly interacting with donors, bilingualism is a minimum requirement. An administration college diploma or data entry work experience using the Microsoft office software's are great assets.

Salary

This is a full-time position, 37.5 hours/week. Please include your salary expectations in your application.

Interested candidates may submit a letter of application (via e-mail, mail or fax), along with their resume to the attention of Ms. Jocelyne Fredette at the address shown below.

Welcome Hall Mission

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Email: jfredette@missionba.com •Web site: www.missionbonaccueil.com

Please do not call. Only the candidates that are considered will be contacted.