



INTAKE WORKER

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

The tasks of the intake worker include: welcoming, orienting, informing and referring clients, in person or by telephone, of the activities, programs and services we offer. He also needs to: help organizing and executing special events, participate in team meetings, responds to emails, print and maintain client lists and handle special projects and tasks. There would be some filing, photocopies and other office duties.

The Candidate

The ideal candidate is an active Christian, independent, dynamic, a people person and honest. You are able to take initiative and possess an excellent attitude in order to work within a team. You must have excellent interpersonal skills. You like helping others and are comfortable working with clients who are immigrants. You are bilingual (French, English) and knowledge of other languages is definitely an asset. You have a diploma in social services or you have a secretarial certificate (DEP) with a few years of experience and have strong knowledge of Microsoft Office (especially Outlook and Excel).

Salary

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

Application

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

Welcome Hall Mission
606 De Courcelle, Montréal, QC H4C 3L5
Tel.: 514-523-5288 • Fax: 514- 523-6456
E-mail: CV@missionba.com • Web site: www.welcomehallmission.com

No phone calls please. Only selected candidates will be contacted for an interview.

Applications will be received between 2012-01-10 and 2012-02-15.