



RECEPTIONIST

Temporary, Part-Time

8–12-week contract

16 hours per week, Saturday & Sunday from 8:00 a.m. – 4:00 p.m.

ROLE PURPOSE:

The Receptionist acts as the first point of contact with patients, families, visitors and guests, providing guidance, direction and information while ensuring a professional image. Also responsible for other administrative tasks, as needed.

PRIMARY RESPONSIBILITIES:

- Greet and appropriately direct patients, families, visitors and guests, notifying employees when a guest arrives
- Provide callers with accurate information and redirect calls to proper employee(s), as well as regular retrieval of all voicemail messages with redirection to appropriate employees for follow-up
- Parking:
 - Manage parking tickets
 - Manage all parking passes for street parking on Andre-Brunet
 - Manage the North parking lot gate
- Maintain and oversee the sign-in sheet log
- Manage the purchasing of meals

GENERAL QUALIFICATIONS:

- The ideal candidate will have complete relevant experience in customer reception.
- Excellent customer service skills
- Capability to act on own initiative, exercise good judgement and manage expectations
- Effective communications skills
- Ability to work in a team environment
- Adaptability to change and to learn new skills as required
- Professionalism and maturity
- Confidentiality, diplomacy and discretion
- Strong ethical standards
- Proficiency in Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook), with the ability to effectively use these tools to support day-to-day administrative and operational tasks.

Please send your CV by no later than close of business on May 15, 2026, to careers@tdpcr.ca. Thank you for understanding that we are only able to contact those candidates who are selected for an interview.