

## EMPLOYMENT OPPORTUNITY

### Receptionist (Regular / Full-time)

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*HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.*

*HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.*

#### WHO WE ARE

The Health Sciences Association of BC (HSA) is a dynamic union delivering modern health care to British Columbians. HSA represents more than 20,000 health science and community service professionals at over 265 hospitals and agencies in acute care, long-term care and community health across the province. In addition to negotiating collective agreements for its members, HSA works to preserve and promote public health care in Canada through campaigns and affiliations. For more information about HSA, please visit our website at [hsabc.org](http://hsabc.org).

#### WHAT WE ARE LOOKING FOR

HSA is looking for an experienced individual to fill the regular, full-time position of Receptionist in the Operations Department at its office in New Westminster, British Columbia. The position greets visitors and handles telephone calls to the office in addition to handling mail, faxes, shipping and receiving.

This position requires work to be done in person and is expected to be 100% on site.

#### DUTIES AND RESPONSIBILITIES

- Comply with PIPA requirements.
- Provide relief at Reception, including:
  - Monitor security camera screens and entranceway to allow only expected visitors to enter building. Report any security concerns to the Office and Facility Manager.
  - Greet visitors and ensure they are signed in, appropriately tagged, and signed out.
  - Route incoming telephone calls.
  - Enter the staff's working status on the sign-in sheet and reconcile the data with the InfoWeb's In/Out board. Update list of absent staff daily, to send to corresponding supervisor at month-end.
  - Process and distribute incoming mail and faxes.
  - Process outgoing mail, ensuring appropriate postage is applied.
  - Ship packages, including those for which Administrative Assistants have made courier arrangements.
  - Deposit incoming cheques in accordance with Accounting procedures.

- Ensure reception area is kept neat and tidy.
- Assemble materials (e.g., member orientation kits), Cerlox materials, copy and/or scan documents, format Word documents, and perform other assignments made by Office and Facility Manager.
- Route time-sensitive messages, correspondence, and faxes on a priority, timely basis.
- Scan documents in accordance with HSA Records procedures, as assigned.
- Order supplies and unpack shipments, as assigned.
- Identify areas of practice and process improvements to Office and Facility Manager.
- Offer to help other staff if assignments are completed.
- Other related duties as assigned.

## QUALIFICATIONS & REQUIREMENTS

- Successful secondary school completion or equivalent.
- At least three years of office administration or secretarial training.
- Excellent organizational skills and attention to detail.
- Excellent oral and written English communication skills.
- Demonstrated ability to work to tight deadlines and competing demands, both independently and as a team member.
- Ability to take direction and to work independently and conscientiously with minimal supervision.
- Ability to anticipate needs and take preliminary actions.
- Ability to adapt to new technology and processes by acquiring new knowledge and developing additional skills and abilities.
- Ability to maintain calm and professional manner under challenging circumstances, such as when interacting with difficult people.
- Commitment to equity, diversity, decolonization, and inclusion.

The following skills are not required but would be considered an asset:

- Demonstrated advanced word processing skills with MS Word.
- Demonstrated intermediate Excel skills and other MS Office applications.
- Demonstrated ability to create, format, and proofread complex documents and basic spreadsheets.

**SALARY RANGE:** \$61,944.48 to \$72,708.48 annually, based on a 36-hour work week as per the HSASU/HSA Collective Agreement. Most new hires are initially placed at the starting salary with set progressions to the maximum.

In addition to a competitive salary, HSA offers a generous total compensation package that includes extended health and dental benefits, life insurance, income protection, pension plan, wellness and Employee Assistance programs, commuting support, and educational opportunities. Please note that eligibility is based on employment status.

## HOW TO APPLY

If you are interested in applying for this opportunity, please email your cover letter and resume outlining how your qualifications meet the position requirements to [hr@hsabc.org](mailto:hr@hsabc.org), referencing posting number **OPS-REC-R0624** and position title in the subject line.

**Closing Date: July 7, 2024**

*No phone calls please.*

*We thank all applicants for their interest and advise that only those shortlisted will be contacted.*