



The Rideau Valley Conservation Authority is the lead intermunicipal agency working to address river-related environmental issues and concerns within the Rideau Valley watershed. Thanks to our many partners, the scope of our environmental protection work includes planning, source water protection, tackling flooding and erosion problems and researching water movement and use in the valley. We help people maintain healthy shorelines, provide advice on development-related issues and report to municipalities, agencies and the public about watershed conditions and trends. We also provide public access to natural waterfront areas, deliver community-based stewardship programs, reduce water pollution and protect fish and wildlife habitat.

RECEPTIONIST

Part-Time (20 hours/week)

Monday to Friday from 8:30 a.m. to 12:30 p.m.

One-year Contract

\$22.01 - \$27.43 per hour

Our offices are located in a suburban area just south of Ottawa where public transportation is limited. Candidates should ensure they have reliable transportation prior to applying.

Our next employee must be someone with the perfect combination of skills, a flexible attitude and a desire to get things done in only a few hours a week.

At the reception counter you will greet visitors; receive and route incoming calls; and provide general information and assistance to the public. You will provide competent clerical assistance by receiving and processing applications and payments and you will assist with other tasks such as filing, sorting mail and booking the boardroom for external clients. You will enter and manipulate data in Excel spreadsheets, and you will help in various other ways.

As the ideal candidate, you are a college graduate with at least one year of relevant experience in a customer service setting. You have strong computer skills, especially in Word and Excel, and you have an aptitude for providing superior customer service. You pay attention to the smallest of details and you work well independently in a team environment. You display a willingness to work with other staff to achieve RVCA goals and help create a positive work environment. You have excellent English communication skills and you are able to communicate verbally in French.

If you have a strong commitment to championing protection of the environment and the safeguarding of land and water resources, and you are able to commit to the work schedule described above, please send us your covering letter and resume by **June 21, 2019**.

Human Resources
Rideau Valley Conservation Authority
P.O. Box 599, 3889 Rideau Valley Drive
Manotick, Ontario K4M 1A5

Fax: (613) 692-0831

e-mail: hr@rvca.ca

Visit us on the web at www.rvca.ca

*The Rideau Valley Conservation Authority is an equal opportunity employer.
We welcome all applications; however we will contact only those candidates selected for consideration.
We are committed to providing accommodations for people with disabilities. If you are selected for an
interview and you require an accommodation, we will work with you to meet your needs.*