



North End Community Renewal Corporation

North End Community Renewal Corporation (NECRC), is a not-for-profit organization dedicated to the revitalization of Winnipeg's North End neighborhood through a variety of innovative and sustainable social, economic, and cultural initiatives. NECRC values diversity and inclusiveness, especially from the North End community, Indigenous peoples, individuals with relevant lived experience, and members of equity-seeking groups. We encourage you to highlight your connection to these groups in your application as we work to build a team that reflects the community we serve.

Position Summary:

We are hiring a Receptionist to handle a variety of administrative and clerical tasks. As the first point of contact for our driver's education program, the ideal candidate will be friendly, organized, and patient. We are looking for someone with excellent communication skills and who is comfortable and familiar with our neighborhood. Speaking a second language is an asset.

Responsibilities:

- Greet and welcome guests in a professional and friendly manner
- Answer, screen, and direct incoming calls promptly and efficiently
- Ensure that emails and voicemail messages are answered, screened and directed
- Triage walk in clients
- Manage and maintain a tidy and welcoming reception area
- Handle incoming and outgoing mail and packages
- Assist in scheduling appointments and maintaining calendars
- Manage client files, both digital and hard copies
- Provide administrative support to various departments as needed
- Maintain office supplies inventory and place orders when necessary

Requirements:

- Proven work experience as a receptionist or in a similar role
- Ability to employ trauma-informed approaches to deescalate potential crisis situations
- Maintain strict confidentiality
- Maintain respectful interactions with individuals from diverse cultural groups
- Good judgment and the ability to maintaining boundaries
- Capacity to manage and asses potential safety threats
- Knowledge and understanding of Indigenous culture and the impact of colonization on the health and well-being of Indigenous individuals and families
- Proficiency in MS Office, Google Calendar, and strong organizational skills are necessary
- Excellent verbal and written communication skills
- Exceptional customer service and interpersonal skills
- Ability to remain calm and composed under pressure
- High school diploma or equivalent

Location: 607 Selkirk Avenue, North End Winnipeg

Please email your resume and a cover letter explaining why you are the ideal candidate for this role to Talia Syrie at HR@necrc.org. Your cover letter is important for us to understand your unique qualifications. The position will remain open until filled, and we thank all applicants for their interest. Only those selected for further consideration will be contacted.



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