



The Town of Woodstock Police Force is seeking a highly organized administrative professional, and customer-oriented individual to join our team in the role of **RECEPTIONIST**. As the first point of contact for the public, they will assist with a variety of administrative duties to support daily operations. The ideal candidate must have strong communication skills, attention to detail, with the ability to adapt to a dynamic and fast paced work environment with a multitude of operational demands.

#### **KEY RESPONSIBILITIES**

- **Answer phones & direct calls:** Respond to incoming calls, providing accurate information and directing calls to the appropriate staff members.
- **Handle public inquiries:** Provide assistance to members of the public, answering questions and guiding them through processes in a courteous and professional manner.
- **Maintain filing systems:** Organize and maintain both physical and digital filing systems to ensure that all records are easily accessible and up to date.
- **Mail and parcel management:** Act as the primary contact for receiving and distributing incoming and outgoing mail and parcels. Ensure all items are properly handled and delivered.
- **Order office supplies:** Monitor and maintain inventory of office supplies, placing orders as needed to ensure uninterrupted office operations.
- Follow up on questions regarding online request or submission of background checks

#### **EDUCATION AND EXPERIENCE**

- Post-secondary education in office administration or a related field; or an equivalent combination of education and/or experience may be considered
- 1-2 years' experience in a receptionist or administrative support role

#### **SKILLS AND QUALIFICATIONS**

- Excellent verbal and written communication skills
- Strong organizational and time-management abilities
- Proficient in Microsoft Office Suite and use of general office equipment
- Ability to handle sensitive information with confidentiality and professionalism
- Ability to adapt to evolving administrative and operational needs
- Class 5 Driver's license with a clean driving record

**Position Status:** Full-time, Permanent, Unionized

**Pay Range:** \$24.81 - \$29.49

**Benefits:** Extended health care, dental care, vision care, disability and life insurance, pension, dental, employee & family assistance program, gym membership/wellness pass to the AYR Motor Centre.

**Typical Work Schedule:** Monday to Friday, 40 hrs a week; hours are currently scheduled between 8:00 am- 4:30 pm to meet operational demands; based on exceptional circumstances or policing needs occasional work may be required hours outside of these regular hours.

Application deadline: 2025-04-18

**Apply by sending CV and cover letter email to [hr@woodstocknb.ca](mailto:hr@woodstocknb.ca) Only those candidates selected for an interview will be contacted. The successful applicant must meet all security screening requirements including, but not limited to a criminal background check**