Employment Opportunity

Job Title: Receptionist	Date Posted: November 4, 2026	Reports to: Supervisor, Office and IT Services
Job Posting # RECP-031/2026-27	**Date Closed:** Open till filled	**Position Type:** Full Time Contract- 12 months duration, existing vacancy

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based not-for-profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 36 years by providing services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development, as well as for its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

Why Work at PCHS:

- 3 weeks' paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service
- 7 days' paid Personal Time
- Comprehensive Benefits package
- Wellness allowance
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking

About the Position:

The Receptionist is a crucial link between our clients and the organization. The Receptionist will contribute to the mission and vision of the organization through the provision of effective customer service and relations, interpersonal communication, and effective time management. This position is responsible for handling front office reception and providing clerical/administrative support including greeting guests, answering phones, maintaining phone calls data, and handling inquiries etc

Note: The position requires onsite work, Monday through Friday, 9am to 5pm.

Qualifications and Skills :

- Post secondary education/ diploma/course in Office Administration or related program
- Preferred 2-3 years' experience in front desk/related field

- Extensive experience in customer service is required
- Excellent computer skills with advanced proficiency in Microsoft Office
- Knowledge and understanding of administrative and clerical duties
- Superior time management skills, interpersonal skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Ability to work independently, as well as in a team
- Demonstrate verbal and written communication skills and the ability to communicate information to a variety of stakeholders effectively
- Required fluency in English and South Asian languages (Punjabi, Hindi and Urdu)
- Familiarity with Cloud technology and SharePoint will be an asset

Requirements:

- Required fluency in English and South Asian languages (Punjabi, Hindi and Urdu)
- Possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are encouraged

Key Responsibilities (but not limited to):

- Greet and welcome clients and direct them accordingly
- Answer high volume telephone calls and enter program wise call data on designated software
- Direct calls and connect clients to appropriate staff member
- Corresponding emails on regular basis
- Compile data and reports on SharePoint
- Maintain client appointments
- Participate in team meetings, staff meetings and committee meetings as required
- Abide to the internal policies and procedures of the organization and to the privacy and confidentiality of client information
- To liaise effectively with clients, visitors and staff
- Maintain and allocate agency resources, flyers, pamphlets etc.
- Coordinate with staff for logistics and smooth functioning of the office
- Organize, coordinate and plan for meetings
- Maintain and setup office stationary and supplies in meeting rooms and as required
- Handle courier services and dispatch deliveries to their destination within and outside the office
- Assist and provide support to other staff, if required
- Other duties as assigned

Hours: Full time, 37.5 hours per week, onsite five days per week
(Some evenings and weekends work is required)

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Annual Salary: $40,000 to $42,500

Position to commence: November 2026

Please submit your resume to the Hiring Committee at hr@pchs4u.com.

Please add **Job Posting # RECP-031/2026-27** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

Equity, Diversity, Inclusion Statement: *PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com*

Use of AI: *We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.*

Disclaimer: *PCHS only posts jobs on verified platforms and* ***never*** *requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com****.*** *Do not submit personal information through any other website or link.*