



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Front Desk Assistant
Duration: 16 weeks, Starting September 27th 2021
Wages: \$18/hour, 35 hours per week (7 hours per day, 5 days per week)

Job Duties

- Assist with Front Desk reception, welcoming guests and conducting Covid Screenings
- Answer phones, take messages, and transfer calls
- Assist with responding to questions on topics such as: Tours, Museum Bookings, Save the Evidence, and general inquiries about the Woodland Cultural Centre
- Accept payments using POS system for museum admissions and items being purchased
- Assist with receiving, documenting and processing donations
- Be familiar with the Centre's programs and upcoming events
- Assist the Visitor Services Coordinator with various tasks regarding the museum reception area, giftshop, Orange Shirt Sales and Packaging, and inventory management
- Administrative duties and tasks as assigned, including photocopying, printing, and filing
- Promote a positive image of Woodland Cultural Centre to the community and the public

Qualifications:

- Be able to communicate effectively
- Attention to detail, professionalism, confidentiality, strong communication & interpersonal skills
- Knowledge of relevant computer software (emphasis on Microsoft Word and Excel)
- Excellent organizational skills, and willing to learn in an office environment
- Time management skills, and completion of assigned projects
- Ability to take direction as required
- Ability to adapt to fast-paced working environment while maintaining priority focus
- Organized with attention to detail
- Willing to work within a public environment

Physical Requirements:

- Standard office work physical requirements including extended sitting, eye strain, and typing
- Restocking sales inventory and folding shirts
- Lifting up to 20lbs unassisted, climbing ladders, and stooping for inventory in storage

This position is generously funded by the Pathways to Success Program through the Indigenous Professional Association of Canada. Applicants must be Indigenous youth, and be between the ages of 17-29 at the start of the contract.

Only those applicants selected for an interview will be contacted. Applicants must have access to transportation to Woodland, and access to reliable internet in the case of working remotely.

Applicants shall submit a cover letter, resume, and two references by **4 pm Wed Sept 22, 2021**, to:

Administrative Assistant, Woodland Cultural Centre
184 Mohawk Street, Brantford ON N3S 2X2
519 759-2650 administration@woodlandculturalcentre.ca

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
519-759-2650