



## CAREER OPPORTUNITY Union

Posting: 32-2025

# RECEPTIONIST 2

Linck serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Linck is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, Linck employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

**Salary Range:** Pay Grid 8  
\$22.16 - \$28.15

Linck Child, Youth & Family Supports ("Linck") requires one (1) casual Receptionist. The start date of this position will be as soon as possible.

The incumbent in this position will provide reception and other clerical and administrative services support for the overall organization of the Agency.

### Qualifications:

- One (1) year, Community College diploma in Office Administration/ Secretarial Studies or equivalent.
- Over three (3) months and up to and including one (1) year of practical experience.
- A sound knowledge of reception and general secretarial practices, including the use of office equipment.
- Courtesy and tact required in explaining, exchanging data or information;
- Computer and keyboarding skills, knowledge of word-processing programs and Agency specific data programs.
- Preference will be given to persons with a strong understanding and extensive experience working with other cultures, heritages and traditions.
- A commitment to developing the highest quality culturally-responsive service possible for the various communities that we serve.
- Bilingual in French is considered an asset.
- Excellent oral and written communication skills.

Please submit your resume by **4:30 pm on July 21, 2025** quoting the posting number to:

Human Resources  
Email: [hr@linck.org](mailto:hr@linck.org)

*Only those candidates selected for an interview will be contacted.*

July 30, 2025

We welcome applications from racialized groups; First Nation, Inuit, or Métis persons; persons with disabilities; persons of any sexual orientation; and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code.